

**Leon County Research and Development Authority**  
**Executive Committee Meeting**  
Knight Administrative Centre  
September 19, 2018, 3:00pm to 5:00 p.m.

**Agenda**

1. Call to Order
2. Introduction of Guests
3. Modifications to the Agenda
4. Public Comment
5. Approval of Draft Meeting Minutes, July 23, 2018 (Attachment A)
6. Property & Casualty Insurance Renewal (Attachment B)  
*Staff requests approval of Brown and Brown's proposal to renew and bind property & casualty insurance with incumbent carriers at a total annual premium of \$52,857.43, an increase of \$1,289.18 (2.5%) over the prior year and reflects an increase in property values and increased business income coverage due to rising lease income. The renewal policies are under the same terms and conditions but with some coverage enhancements. Consistent with the broker agreement the broker did seek proposals from competing carriers this year—that information is attached to the proposal.*
7. Draft Budget FY 2017-18 (Attachment C)—April Salter, Treasurer  
*The Budget Committee recommends board approval of the draft budget for fiscal year 2018-19. The attached narrative explains any significant changes to the budget from prior years.*
8. EDA Grant Application—Ron Miller (Link: to be provided as a supplement)
9. RFQ 18-04 Design Criteria Professional Services-Collins Building Renovation (Attachment D)  
*The RFQ 18-04 Evaluation Committee's requests approval of its recommendation to award a contract to Hoy + Stark Architects, P.A. for performance of Design Criteria Professional Services for the Collins Building Renovation. The contact is for fixed fee of \$42,171.52 to paid in monthly installments based on work completed as specified in the agreement.*
10. Executive Director Annual Review (Attachment E1, E2 & [Link: AURP 2016 Salary Survey](#))—Dave Ramsay, Chair  
*The Employment Agreement with the Executive Director, as amended in 2015, requires in part: Paragraph 3(d), "On or before September 30th of each subsequent year, throughout the term of this agreement, the Authority will conduct an evaluation of the Employee's performance"; and, Paragraph 4(a)(iii), "On or before September 30th of each subsequent year, The Board of Governors shall provide adjustments to the Base Salary, based upon the Employee's performance evaluation and completion of goals and objectives, as set forth annually in advance and in writing by the Board of Governors, and agreed to by the Parties ("Merit Pay Adjustments"). Goals and objectives shall be specific, measurable, achievable, realistic, and timely in accordance with good goal setting practices." A summary of board member evaluation responses, and the Executive Director's Salary History is attached. A link to the most recent AURP Salary Survey is also provided.*
11. Chair's Report
  - a. Committee Assignments Draft (Attachment F)
  - b. Strategic Planning for 2018-2021

12. Staff Reports

- a. Director of Programs and Communications
- b. Director of Entrepreneurship
- c. Executive Director

13. New Business

14. Adjourn

**Leon County Research and Development Authority**  
**Executive Committee Meeting**  
Knight Administrative Centre  
1736 W Paul Dirac Drive 32310  
Monday, July 23, 2018, 1:00pm

**Minutes**

**Members in Attendance:** Chair Dave Ramsay, Immediate Past Chair Anne Longman, Member at Large Kristin Dozier (via telephone), Treasurer April Salter.

**Members Absent:** Vice Chair Kim Williams.

**Others in Attendance:** LCRDA Staff: Ron Miller, Executive Director; Michael Tentnowski, Director of Entrepreneurship; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator. NAI Talcor: Lori Campbell and Stephanie Shoulet.

**1. Call to Order**

The meeting was called to order at 1:10pm.

**2. Introduction of Guests**

All present introduced themselves.

**3. Modifications to the Agenda**

As required by the Bylaws, the Committee must vote to approve Kristin Dozier's participation in the meeting via telephone.

*Anne Longman offered a motion to allow Kristin Dozier to participate on the meeting by electronic means. April Salter seconded the motion, which passed 3-0 with Kristin Dozier ineligible to vote on this motion.*

**4. Public Comment**

None.

**5. Approval of Draft Meeting Minutes, May 23, 2018**

*Anne Longman offered a motion to approve the May 23, 2018 Executive Committee meeting minutes. April Salter seconded the motion, which passed unanimously.*

**6. Morgan Building Restroom Renovations Agreement**

Staff and NAI Talcor have reviewed informal bids for the renovation of the Morgan Building restrooms and request approval of their recommendation to award an agreement to Mullinax Construction, LLC in the amount of \$37,330.00. The renovation has been previously approved and included in the current year budget.

*April Salter offered a motion to approve the award of the Morgan Building Restroom Renovation agreement to Mullinax Construction. Anne Longman seconded the motion, which passed unanimously.*

**7. RFP 18-02 Janitorial Services Agreement**

Staff and NAI Talcor have reviewed proposals in response to RFP 18-02 Janitorial Services and requests approval of their recommendation to award an agreement to United States Service Industries, Inc. A financial summary of the responses is also attached.

*Anne Longman offered a motion to approve the award of the Janitorial Services Agreement to United States Service Industries. April Salter seconded the motion, which passed unanimously.*

**8. RFP 18-03 Property Management and Accounting Services Agreement**

The evaluation committee has reviewed proposals in response to RFP 18-03 Property Management and Accounting Services and requests approval of their recommendation to award an agreement to NAI Talcor.

*Ron Miller and Kristin Dozier summarized the evaluation process and discussed the factors evaluated in reviewing the proposals.*

*April Salter offered a motion to approve the award of the Property Management and Accounting Services Agreement to NAI Talcor. Anne Longman seconded the motion, which passed unanimously.*

#### **9. RFQ 18-04 Collins Building Renovation**

*Ron Miller expressed concerns regarding the RFQ process for design-build services he discovered during the drafting of the RFQ. Previous direction was given to conduct a “qualifications based” RFQ. He believes that this process may not result in the most competitive guaranteed maximum price and guaranteed completion date in these circumstances. Upon further research and consultation with General Counsel, he learned that FS 189.053 and 287.055 provide two options for the Authority’s acquisition of design-build services: “Option 1” is the competitive proposal process. “Option 2” is the qualification based process. He presented a summary of the two options to the Executive Committee. He recommended following Option 1. This will require procuring architectural services to create a design criteria package in sufficient detail such that at least 3 firms will be able to provide competitive proposals in response to the RFQ for design-build services. The selected architect will also provide consultation concerning evaluation of responses or bids, supervision or approval of detailed working drawings, and evaluation of the compliance of the project construction with the design criteria package.*

*Kristin Dozier offered a motion to approve utilizing the methods designated as “Option 1” in the discussion. Anne Longman seconded the motion, which passed unanimously.*

#### **10. Chair’s Report**

- a. Slate of Officers for 2018-19

*Current officers have agreed to continue to serve: Dave Ramsay (Chair), Kim Williams (Vice Chair), April Salter (Treasurer). The Board will vote at the Aug. 2, 2018 meeting.*

- b. Strategic Planning for 2018-2021

*After discussion, staff was directed to pursue organizing a one-day strategic planning session for fall 2018.*

#### **11. Staff Reports**

- a. Director of Programs and Communications

*Denise Bilbow reported on the Larry Lynch roast, STEM outreach platform for the website, TechTopics (Aug. 29), Innovation Hunt (Set. 29), and market research analysis for other research parks.*

- b. Director of Entrepreneurship

*Michael Tentnowski reported on the fall EEP session plans, T-Cap merging into I-Corps, and progress on \$17 million funding for the new incubator, including pursuit of EDA grants. He also reported that the agreement with FAMU for the EDA Grant subaward for the SBIR-STTR training was completed.*

- c. Executive Director

*Ron Miller reported that Sunnyland did not renew its lease and will vacate by August. The Development Review Committee approved a 6,600sf expansion at CAPS.*

April Salter left the meeting at 3:05pm.

#### **12. New Business**

None.

#### **13. Adjourn**

The meeting adjourned at 3:16pm.

# LEON COUNTY RESEARCH & DEVELOPMENT AUTHORITY dba INNOVATION PARK

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## INSURANCE PROPOSAL

*Effective: 10/01/2018 – 10/01/2019*

**Presented By:**

Greg Jaap  
Executive Vice President  
[gjaap@bbtally.com](mailto:gjaap@bbtally.com)  
850-701-0454

Stacey Nelson  
Account Manager  
[snelson@bbtally.com](mailto:snelson@bbtally.com)  
850-701-0444



## **Leon County Research & Development Authority**

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*This proposal contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, refer to the policy document. In the event of any differences between the policy and this summary, the policy will control.*

**Leon County Research & Development Authority**

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**Transportation Insurance Company**

**PROPOSED PROPERTY COVERAGES**

*Client ultimately chooses value insured*

**Description of Coverage:**

Building & Personal Property Coverage Form  
Business Income Including Extra Expense Coverage Form  
Causes of Loss – Special Form Excluding Flood and Earthquake, in addition to standard policy exclusions

**Location of Premises:**

See Attached Statement of Values – See Page 8

**Description of Property:**

**Limits of Coverage:**

Buildings	\$ 11,166,124
Personal Property	\$ 100,600
Business Income	\$ 756,215
<b>Total Insured Value (TIV)</b>	<b>\$ 12,022,939</b>

**Coinsurance:**

Nil

**Valuation:**

Buildings & Personal Property - Replacement Cost Coverage  
Fine Arts – Market value  
Finished Stock – Selling Price

**Deductible:**

All Other Perils - Per Occurrence Except	\$ 5,000
Windstorm and Hail, Per Location, Per Occurrence	\$ 25,000
Qualifying Period Deductible on Business Income	24 Hours

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**Leon County Research & Development Authority**

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**Transportation Insurance Company**

**PROPOSED PROPERTY COVERAGES (Continued):**

**Terms & Conditions Include (but are not limited to):**

Standard policy Terms and Conditions  
**Equipment Breakdown Included**  
EDP Included as Personal Property  
Global Property Endorsement  
Flood Redefinition Endorsement  
Florida Sinkhole Loss Coverage  
Wind / Hail Per Location Deductible Form – Fixed Dollar  
Real Estate Firms Property Extension

**Exclusions Include (but are not limited to):**

Standard Policy Exclusions  
Computer Virus and System Penetration  
Fungus, Wet / Dry Rot, Bacteria  
Adulteration or Contamination to Stock  
Concurrent Causation, Earth Movement and Water



**Leon County Research & Development Authority****Transportation Insurance Company****PROPOSED PROPERTY COVERAGES (Continued):****Fees, Costs and Expenses Coverage:**

Architect & Engineer & Other Professional Fees	Included
Brands & Labels Costs & Expenses	Included
Debris Removal Costs & Expense	Included
Debris Removal – Additional Costs & Expense	\$ 300,000
Debris Removal – Uncovered Property	\$ 5,000
Expediting Costs & Expenses	\$ 50,000
Green Insured Property – Fees, Costs & Expenses	Included
Green Insured Property – Business Income	Included

**Off-Site Coverages:**

Deferred Payments	\$ 25,000
Dependent Property – Time Element	\$ 250,000
Installation Coverage	\$ 50,000
Mobile Computing Devices	\$ 25,000
Property at Unspecified Locations – Each Occurrence	\$ 100,000
Property in Transit	\$ 100,000
Worldwide Media and Accounts Receivable	\$ 100,000

**Additional Coverages:**

Contaminants of Pollutant Cleanup and Removal	\$ 50,000
Contamination by a Refrigerant	\$ 25,000
Contractual Penalties	\$ 50,000
Denial of Access to Premises – Civil Authority	30 Days
Denial of Access to Premises – Ingress / Egress	\$ 50,000
Electronic Vandalism	\$ 50,000
Employee Theft	\$ 50,000
Equipment Breakdown - Spoilage	\$ 250,000
Expense to Reduce Loss – Business Income	Included
Extended Payment Period for Business Income	90 Days
Forgery & Alteration	\$ 50,000
Fungi, Wet Rot, Dry Rot and Microbe Coverage	\$ 50,000
Loss Adjustment Expense	\$ 25,000
Money & Securities	\$ 25,000
Newly Acquired or Constructed Property	180 Days
Building	\$ 2,000,000
Personal Property	\$ 1,000,000
Business Income	\$ 250,000

**Leon County Research & Development Authority****Transportation Insurance Company****PROPOSED PROPERTY COVERAGES (Continued):****Additional Coverages (Continued):**

Ordinance or Law		
Undamaged Portion of the Premises – Within Limit		Included
Demolition Costs &	\$	500,000
Increased Costs for Construction		Included in Time Element
Pairs or Sets		Included
Protection of Property – Preservation of Insured Property	\$	2,500
Protection of Property – Removal of Insured Property		30 Days
Research & Development – Business Income		Included
Research & Development Project Property	\$	250,000
Theft Damage to Un-Owned Building Property		Included
Trees, Shrubs & Plants		
Each Location	\$	250,000
Each Item	\$	5,000
Unintentional Errors or Omissions	\$	250,000
Utility Supply Failure – Time Element	\$	25,000
Utility Supply Failure – Property Damage	\$	500,000

**Additional Coverages Basket:**

Includes the Following	\$	1,000,000
Accounts Receivable		
Fine Arts – Max Per Item	\$	100,000
Fire Department Service Charge		
Lessee Leasehold Interest		
Lost Key Replacement		
Non-Owned Detached Trailers		
Recharge of Fire Protection Equipment		
Restoration of Media		
Reward Payments		

**Real Estate Property Extension:**

Emergency Vacating Expense	\$	25,000
Lessor's Leasehold Interest	\$	25,000
Real Estate Increased Assessment	\$	50,000
Tenant Move Back Expenses	\$	25,000
Tenant Replacement Expense	\$	25,000

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**Leon County Research & Development Authority**

**Transportation Insurance Company**

**PROPOSED PROPERTY COVERAGES (Continued):**

**Global Property:**

International Goods in Process	\$	25,000
International Business Personal Property	\$	25,000
Confiscation, Expropriation or Nationalization	\$	25,000

**NOTE:**

Detached walls, fences, free-standing property improvements such as athletic equipment, windscreens, light poles, or signs are not covered unless specifically scheduled on the policy.

## Leon County Research & Development Authority

### PROPOSED SCHEDULE OF PROPERTY VALUES & LOCATIONS

*Client ultimately chooses value insured*

Loc/ Bldg:	Address:	Limits of Insurance:		
		Building:	Contents:	Business Income:
1-1	Knight Building 1736 W. Paul Dirac Drive Tallahassee, FL 32310	\$328,900	\$40,600	\$12,072
1-2	Billboards and Signs	\$33,000	\$0	\$0
2-1	Johnson & Morgan Buildings 2035 E. Paul Dirac Drive Tallahassee, FL 32310	\$7,728,000	\$60,000	\$583,536
3-1	Phipps Building 2007 E. Paul Dirac Drive Tallahassee, FL 32310	\$0	\$0	\$128,635
4-1	Collins Building 2051 E. Paul Dirac Drive Tallahassee, FL 32310	\$3,076,224	\$0	\$31,972
5-1	Eisenhower & Tyson Road Tallahassee, FL 32310	\$0	\$0	\$0
6-1	Roberts Avenue Tallahassee, FL 32310	\$0	\$0	\$0
<b><i>Total Insured Values</i></b>		<b><i>\$11,166,124</i></b>	<b><i>\$100,600</i></b>	<b><i>\$756,215</i></b>

**Leon County Research & Development Authority**

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**Travelers Casualty and Surety Company of America**

**PROPOSED CRIME COVERAGES**

*Higher limits may be available upon request*

**Type of Policy:**

Commercial Crime –Discovery

**Limits of Coverage:**

- |  |            |
|--|------------|
| A. Employee Dishonesty - Blanket Form<br>Covers loss of money, securities and other property by employee dishonesty at all premises of the insured.                                  | \$ 500,000 |
| B. Forgery or Alteration<br>Covers loss by forgery or alteration of checks, drafts, and promissory notes (except by an employee) that are made or drawn by the insured or his agent. | \$ 500,000 |
| C. Computer Fraud  | \$ 500,000 |
| D. Computer Program and Electronic Data Restoration Expense  | \$ 500,000 |
| E. Funds Transfer Fraud  | \$ 500,000 |
| F. Claims Expense  | \$ 5,000   |

**Deductible:**

Each Claim \$ 5,000

**Terms & Conditions Include (but are not limited to):**

Removal of Short Rate Cancellation  
Non-Cumulative Endorsement  
Government Entity Crime Endorsement  
Global Coverage Complaisance Endorsement – Adding Financial Interest Coverage  
ERISA Fidelity

**Exclusions Include (but are not limited to):**

Standard Policy Exclusions

**Leon County Research & Development Authority**

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**American Casualty Company of Reading, PA**

**PROPOSED LIABILITY COVERAGES**

*Higher limits may be available upon request*

Coverage will pay sums which the insured becomes legally liable to pay for damages because of bodily injury or property damage to which this insurance applies.

**Type of Form:**

Commercial General Liability – Occurrence Form  
Employee Benefits Liability – Occurrence Form

**Commercial General Liability Limits:**

Each Occurrence	\$ 1,000,000
Personal Injury & Advertising Injury	\$ 1,000,000
Fire Damage - Any One Fire	\$ 100,000
Medical Expense	\$ 15,000
Aggregates	
All Other Coverages	\$ 2,000,000
Products/Completed Operations	\$ 2,000,000

**Employee Benefits Liability Limits:**

Each Negligent Act	\$ 1,000,000
Aggregate	\$ 1,000,000
Deductible – Per Claim	\$ 1,000

**Leon County Research & Development Authority**

<b>Exposure Basis</b>				
<b>Loc/ Bldg:</b>	<b>Address:</b>	<b>Classification</b>	<b>Exposure Basis</b>	<b>Exposure</b>
1-1	1736 W. Paul Dirac Dr Tallahassee, FL 32310	Building or Premises – LRO Building or Premises Vacant Land	Area Area Area	1,260 1,540 10
2-1	2035 E. Paul Dirac Dr Tallahassee, FL 32310	Building or Premises – LRO	Area	71,867
3-1	2007 E. Paul Dirac Dr Tallahassee, FL 32310	Building or Premises – LRO	Area	14,661
4-1	2051 E. Paul Dirac Dr Tallahassee, FL 32310	Building or Premises – LRO	Area	24,900
5-1	Eisenhower & Tyson Rd Tallahassee, FL 32310	Vacant Land	Acres	18
6-1	Roberts Avenue Tallahassee, FL 32310	Vacant Land	Acres	12
<b>Premium is Not Subject to Annual Audit</b>				

**Leon County Research & Development Authority**

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**American Casualty Company of Reading, PA**

**PROPOSED LIABILITY COVERAGES (Continued):**

**Terms & Conditions Include (but are not limited to):**

General Liability Extension Endorsement  
General Aggregate – Per Location  
Bridge Endorsement

**Exclusions Include (but are not limited to):**

Standard Policy Exclusions  
Terrorism  
Pollution  
Fungi / Mold / Mildew / Yeast / Microbe  
Employment Related Practices  
Silica  
Access or Disclosure of Confidential or Personal Information and Data Related Liability  
Nuclear Energy Liability – Broad Form  
Asbestos



**Leon County Research & Development Authority**

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**American Casualty Company of Reading, PA**

**PROPOSED LIABILITY COVERAGES (Continued):**

**General Liability Extension Endorsement:**

*Additional Insureds* where required by written contract or agreement

<i>Controlling Interest</i>	<i>Mortgagee, Assignee or Receiver</i>
<i>Co-Owner of Insured Premises</i>	State or Government Agency or
<i>Grantor of Franchise</i>	Political Subdivisions – Permits
<i>Lessor of Land</i>	Trade Show Event Lessor
<i>Lessor of Equipment</i>	Vendor
<i>Lessor of Premises</i>	

*Additional Insureds* where required by written contract or written agreement, vicarious coverage for ongoing operations

*Person or Organization (other than listed above)*

*Additional Insured* where required by written contract or written agreement – applies to any additional insured on policy

Primary and Non-Contributory to Additional Insureds Insurance

***Bodily Injury – Expanded Definition*** Expanded to include mental injury or mental anguish resulting from physical injury, or sickness

***Broad Knowledge of Occurrence / Notice of Occurrence*** Amends the requirements to notify insurer of an occurrence that might result in a claim until individuals of authority become aware of it. Rights will not be prejudiced if failure to give such notice is solely due to reasonable belief that damages are not covered

***Broad Named Insured*** Organizations (except for LLCs, Partnerships and JVs) owned/under management control of a Named Insured shown in the Declarations as of inception and newly acquired entities until the end of the policy period will qualify as Named Insureds if no other similar insurance is available. Also includes other trading names or doing-business-as names (dba)

***Estates, Legal Representatives and Spouses (Insureds)*** Estates, heirs, legal representatives and spouses of any natural person Insured shall also be insureds in their capacity as such

***Expected Or Intended Injury – Exception for Reasonable Force*** Expected injury arising from the use of reasonable force to protect persons or property is covered for property damage in addition to bodily injury

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**Leon County Research & Development Authority**

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**American Casualty Company of Reading, PA**

**PROPOSED LIABILITY COVERAGES (Continued):**

**General Liability Extension Endorsement (Continued):**

**In Rem Actions** Clarifies that actions *in rem* will be treated in the same manner as in personal.

**Incidental Health Care Malpractice Coverage** All employees but for physicians qualify as insureds for providing health care service. Rendering or failure to render professional health care services is considered an occurrence. Fellow employee and volunteer workers have insured status with respect to this coverage

**Joint Ventures/Partnership/Limited Liability Companies (Interest in expired entities)** Coverage (contingent) for the Named Insured's interest in terminated JVs, LLCs, and Partnerships

**Legal Liability – Damage To Premises - Additional Coverage** Damage to Premises Rented To You Limit increased to \$200,000  
Perils extended to all risk for premises (other than contents)

**Medical Payments (Increased Limit)** Limit increased to \$15,000  
Reporting period increased to three years from the date of accident

**Non-owned Aircraft Coverage** Covered chartered with paid flight crew & licensed pilot

**Non-owned Watercraft (Extension)** Expanded to watercraft up to 75 feet

**Personal And Advertising Injury – Additional Perils** Adds Discrimination and Humiliation. Does not apply to employment or real estate related discrimination or humiliation

**Personal And Advertising Injury - Contractual Liability** Coverage for offenses of false arrest, detention or imprisonment

**Property Damage - Elevators** Extends liability coverage for property damage that results from the use of elevators.

**Supplementary Payments (Increased Limit)** Loss of earnings: increased to \$1,000 per day. Bail bonds: increased to \$5,000

**Unintentional Failure To Disclose Hazards** If the Named Insured unintentionally fails to disclose all existing hazards at the inception date of coverage, the Insurer will not deny coverage because of such failure.

**Waiver of Subrogation – Blanket** Where required by written contract or agreement

**Leon County Research & Development Authority**

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**American Casualty Company of Reading, PA**

**PROPOSED AUTOMOBILE COVERAGES**

*Higher limits may be available upon request*

**Type of Form:**

**Symbol**

Hired and Non-Owned Automobile Liability 8, 9

**Limits of Liability:**

Bodily Injury & Property Damage \$ 1,000,000 Combined Single Limit

**Terms & Conditions Include (but are not limited to):**

Hired Car Physical Damage  
\$100 Comprehensive / \$1,000 Collision Deductible  
Additional Insured – Lessor  
Employee Hired Auto  
Economic and Trade Sanctions Condition

**Exclusions Include (but are not limited to):**

Standard Policy Exclusions  
Nuclear Energy Liability – Broad Form

**AUTOMOBILE TERMS and SYMBOLS**

*Hired Automobiles* - Covers the liability for the use of hired automobiles in your business.

*Non-Owned Automobiles* - Covers the liability for the use of non-owned automobiles in your business. An example would be an employee using his own car on an errand for you.

**Symbol    Description**

- 8    ***Hired Autos Only.*** Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households.
  
- 9    ***Non-owned Autos Only*** - Only those “autos” you do not own, lease, hire, rent or borrow and that are used in connection with your business. This includes “autos” owned by your employees or partners or members of their households but only while used in your business or your personal affairs.

**Leon County Research & Development Authority**

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**Illinois National Insurance Company**

**PROPOSED EXECUTIVE LIABILITY COVERAGES**

*Higher limits may be available upon request*

**Type of Form:**

MuniPro Form #68928- Public Officials and Employment Practices Liability

**Limits of Liability:**

Each Claim	\$	2,000,000
Aggregate	\$	2,000,000

**Deductible:**

Each Wrongful Act other than EPL Violation	\$	10,000
Employment Practices Violation	\$	25,000

**Terms & Conditions Include (but are not limited to):**

Standard Policy Terms and Conditions  
EPL PAK Premier Endorsement – Loss Prevention and Risk Management Tools  
Profit or Advantage – Front and Back Wages Sublimit \$250,000  
Domestic Partner Extension Endorsement  
Defense Provisions Amendatory Endorsement  
Third Party Employment Practices Violations Endorsement  
Economic Sanctions Endorsement  
Fraud Exclusion Amendatory Endorsement

**Exclusions Include (but are not limited to):**

Standard Policy Exclusions  
Bond  
Fungus and Mold  
Intellectual Property

**Leon County Research & Development Authority**

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**Federal Insurance Company**

**PROPOSED UMBRELLA COVERAGES**

*Higher limits may be available upon request*

**Umbrella Limits:**

Each Occurrence	\$ 10,000,000
Annual Aggregate	\$ 10,000,000

**Self-Insured Retention:**

Each Claim	NIL
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**Required Underlying Insurance and Limits:**

- Employers Liability	\$ 500,000	Each Accident
	\$ 500,000	Disease Aggregate
	\$ 500,000	Disease Each Employee
- Commercial General Liability	\$ 1,000,000	Each Occurrence
	\$ 1,000,000	Personal & Advertising Injury
	\$ 2,000,000	General Aggregate
	\$ 2,000,000	Products and Completed Operations Aggregate
- Employee Benefits Liability	\$ 1,000,000	Each Incident / Aggregate
- Commercial Automobile Liability	\$ 1,000,000	Bodily Injury and Property Damage

**Terms & Conditions Include (but are not limited to):**

Standard Policy Terms and Conditions  
\$1,000 or 25% Minimum Earned Premium  
General Liability Must be Provided on "Per Location" Basis

## **Leon County Research & Development Authority**

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### **Federal Insurance Company**

## **PROPOSED UMBRELLA COVERAGES**

### **Exclusions Include (but are not limited to):**

Standard Policy Exclusions  
Directors & Officers  
Garage Liability  
Garage Keepers Liability  
Liquor Liability  
Pesticide Liability  
Aircraft  
Care, Control and Custody  
Employee of Worker Injury  
Terrorism  
Construction or Development  
Alcoholic Beverages  
Products – Completed Operations – Coverage B  
Punitive Damages – Coverage B  
Contractual Liability – Coverage B  
Sexual Abuse or Molestation  
Intellectual Property Laws  
Lead  
Personal Injury – Coverage B  
Information Distribution Laws- Unauthorized or Unsolicited Communication  
Bacteria or Fungi  
Professional Services  
Waterskiing

**Leon County Research & Development Authority**

**SUMMARY OF PROPOSED PREMIUMS AND RELATED INFORMATION**

<b>Premiums as Proposed:</b>	<b>Annualized Expiring:</b>	<b>Renewal:</b>
Property	\$ 32,285.00	\$ 32,995.00
Fees / Surcharges / Taxes	\$ 36.25	\$ 36.99
Crime	\$ 1,182.00	\$ 1,182.00
Fees / Surcharges / Taxes	\$ -	\$ -
General Liability	\$ 7,436.00	\$ 7,436.00
Fees / Surcharges / Taxes	\$ -	\$ 11.44
Automobile	\$ 987.00	\$ 1,039.00
Fees / Surcharges / Taxes	\$ -	\$ -
Executive Liability	\$ 6,020.00	\$ 6,346.00
Fees / Surcharges / Taxes	\$ -	\$ -
Excess Liability	\$ 3,195.00	\$ 3,362.00
Fees / Surcharges / Taxes	\$ 427.00	\$ 449.00
<b>Total Premium</b>	<b>\$ 51,568.25</b>	<b>\$ 52,857.43</b>

**\*\*\*PREMIUM SHOWN IS NET BROKER'S COMMISSION\*\*\***

**Options:**

Cyber Liability Option - \$1,000,000 Limit, \$1,000 Retention (Lloyds) \$ 1,156.10  
 Social Engineering - \$100,000 Limit, \$5,000 Deductible (Travelers) \$ 100.00  
 Other Coverages – Workers Compensation Effective 01/01/2018-2019  
 Flood Available Upon Request  
 Fiduciary Available Upon Request

**Payment Plan:**

<b>Direct Bill:</b>	<b>Property, General Liability &amp; Auto</b> 25% Down and 9 Monthly Installments
<b>Agency Bill:</b>	<b>Crime, Executive Liability &amp; Umbrella</b> Annual premium is due in full at time of binding coverage. A premium finance agreement is available upon request.

**Leon County Research & Development Authority**

**BINDING SUBJECTIVITIES**

<b>Line of Coverage:</b>	<b>Carrier:</b>	<b>Items Needed to Bind Coverage:</b>
Property, GL & Auto	C.N.A.	<ul style="list-style-type: none"> <li>• Acord App – 125</li> <li>• Terrorism Form</li> </ul>
Crime	Travelers	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Executive Liability	Illinois National	<ul style="list-style-type: none"> <li>• Terrorism Form</li> <li>• Renewal Application – Updated Signature</li> </ul>
Excess Liability	Federal Insurance	<ul style="list-style-type: none"> <li>• Acord App – Umbrella</li> <li>• McGowan Renewal App</li> <li>• McGowan SOV</li> </ul>
Cyber	Lloyds	<ul style="list-style-type: none"> <li>• Cyber Pro Application</li> </ul>

*Please refer to the individual proposed coverage parts for terms and conditions that this proposal may be subject to. This proposal is based upon the exposures to loss made known to the Agency. Any changes in these exposures (i.e., new operations, new products, additional states of hire, etc.) need to be promptly reported to us in order that proper coverage(s) may be put into place.*

*As a course of business, Brown & Brown of Florida, Inc is required to pay premiums to insurers on a monthly basis. In return, we appreciate timely payments by our clients. Outstanding balances over 30 days may be subject to cancellation.*



**Leon County Research & Development Authority**

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**MARKET SUMMARY**

<b>Market:</b>	<b>Line of Coverage:</b>	<b>Response:</b>
C.N.A.	Property, General Liability & Automobile	Quoted – See Attached
Corr Risk – AIG	Executive Liability	Quoted – See Attached
McGowan	Umbrella	Quoted – See Attached
ECC – Lloyds of London	Cyber Liability	Quoted – See Attached
Nationwide	All Lines	Declined – Not Competitive
Philadelphia	All Lines	Declined – Not Competitive

## Leon County Research & Development Authority

### A.M. BEST FINANCIAL RATING

The insurance company providing coverage has the following A. M. Best\* Financial rating:

\* **Rating Guide:** A++ to C- = Highest to lowest rating  
15 to 1 = Largest to smallest rating

<b>Line of Coverage:</b>	<b>Carrier:</b>	<b>Rating for Stability:</b>	<b>Rating for Assets / Surplus:</b>
Property	Transportation Insurance Company	A	XV
Crime	Travelers Casualty and Surety Company of America	A++	XV
General Liability & Automobile	American Casualty Company of Reading, PA	A	XV
Executive Liability	Illinois National Insurance Company	A	XV
Excess Liability	Federal Insurance Company	A++	XV
Cyber Liability	**Lloyds of London	A	XV

\*\* Denotes excess & surplus lines insurance company. See attached Statement Acknowledging that Coverage has been placed with a Non-Admitted Carrier. Please review and return to Brown & Brown. Brown & Brown does not have direct binding authority with this excess and surplus lines market.

**Leon County Research & Development Authority**

**A.M. BEST FINANCIAL RATING (Continued)**

A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.

<b>Financial Strength Rating Guide</b>	
<i>Secure</i>	<i>Vulnerable</i>
<b>A++, A+</b> (Superior)	<b>B, B-</b> (Fair)
<b>A, A-</b> (Excellent)	<b>C++, C+</b> (Marginal)
<b>B++, B+</b> (Good)	<b>C, C-</b> (Weak)
	<b>D</b> (Poor)
	<b>E</b> (Under Regulatory Supervision)
	<b>F</b> (In Liquidation)
	<b>S</b> (Suspended)

<b>Financial Size Category Guide</b>			
<i>Class</i>	<i>Adj. PHS (\$ Millions)</i>	<i>Class</i>	<i>Adj. PHS (\$ Millions)</i>
<b>I</b>	Less than 1	<b>IX</b>	250 to 500
<b>II</b>	1 to 2	<b>X</b>	500 to 750
<b>III</b>	2 to 5	<b>XI</b>	750 to 1,000
<b>IV</b>	5 to 10	<b>XII</b>	1,000 to 1,250
<b>V</b>	10 to 25	<b>XIII</b>	1,250 to 1,500
<b>VI</b>	25 to 50	<b>XIV</b>	1,500 to 2,000
<b>VII</b>	50 to 100	<b>XV</b>	2,000 or greater
<b>VIII</b>	100 to 250		

**Leon County Research & Development Authority**

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**STATEMENT ACKNOWLEDGING THAT COVERAGE HAS  
BEEN PLACED WITH A NON-ADMITTED CARRIER**

**NAMED INSURED: Leon County Research & Development Authority**  
**EFFECTIVE DATE OF COVERAGE: 10/01/2018**

The undersigned hereby acknowledges that **Leon County Research & Development Authority** has instructed Brown & Brown of Florida, Inc. to place insurance coverage(s) with a surplus lines company and understands that the insurance coverage(s) written are not subject to the protection and benefits of the Florida Insurance Guaranty Association. Surplus lines fees and taxes are applicable as indicated. Brown & Brown does not have direct binding authority with this/these excess and surplus lines markets.

**SCHEDULE OF SUBJECT INSURERS**

<b>Line:</b>	<b>Cyber</b>
<b>Carrier:</b>	<b>Lloyds</b>
<b>Premium:</b>	
<b>Tax/Fee</b>	
<b>Minimum Earned</b>	<b>25%</b>

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**Print Name of Authorized Insured**

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**Signature**

**Date**

## **Leon County Research & Development Authority**

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### **Risk Purchasing Group Disclosure**

Coverage: Excess Liability

Effective Date: 10/01/2018

Risk Purchasing Group: McGowan Programs

A Risk Purchasing Group (RPG) is a legal entity that allows a group of unassociated businesses with similar risk profiles to join together to take advantage of a joint insurance purchase. The program was established under the Federal Liability Risk Retention Act of 1986. RPG's purchase their insurance from an insurance company and do not assume any risk themselves.

RPGs may issue a single annual policy with a single limit of liability to be shared by its members. The limits of liability could potentially be exhausted by claims from other members of the group prior to policy expiration.

RPGs file their rates and forms with the insurance department only in the state in which they are domiciled.

RPGs must register and pay a fee in each state they intend to transact business.

The availability of the state insolvency fund is directly related to the insurer the RPG uses. If the insurer is an admitted licensed insurer, the availability of the state insolvency fund may be granted. If the insurance carrier used by the RPG is not licensed within the state, there may not be access to the state insolvency fund and the carrier, agent, and insured are subject to all the conditions and regulations related to the placement of surplus lines insurance within the state.

The annual membership fee for participating in the Risk Purchasing Group is: \$ 449.00

**Leon County Research & Development Authority**

**ELECTRONIC SELECTION / REJECTION OPTION FORM**

- Selection of Electronic Insurance Policy Delivery Option**  
I select the option to receive the following documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I acknowledge I may no longer receive paper copies of my insurance policy, unless I advise Brown & Brown of Tallahassee to continue to provide paper copies in addition to electronic copies including Insurance Policies, Auto identification cards and other supporting documents in connection with my insurance policy
- Selection of Electronic Delivery and Paper Option**  
I select the option to receive both electronic and paper copies of my insurance policy and /or other supporting documents in connection with my insurance policy, for myself and all those covered under the policy.
- Rejection of Electronic Delivery Option**  
I reject the option to receive my insurance policy and /or other supporting documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I will continue to receive paper copies of such documents
- Withdrawal of Consent of Electronic Delivery Option**  
I withdraw my previous consent of electronic delivery of my insurance policy and /or other supporting documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I elect to receive paper copies of such documents in the future.

**Electronic Delivery Disclosure**

The policyholder who elects to allow for insurance policy and/or other supporting documents in connection with the insurance policy to be sent to the electronic mail address provided should be diligent in updating the electronic mail address provided to *Brown & Brown-Tallahassee* in the event that the address should change.

Authorized Email Address to receive documents:

\_\_\_\_\_

Authorized Representative Signature:

\_\_\_\_\_

Dated: \_\_\_\_\_

Please fax, email or mail this form back to *Brown & Brown-Tallahassee*

*Form Updated May 17<sup>th</sup>, 2016*

**Insurance Coverage Review**

Insured: \_\_\_\_\_

Policy Term Date: \_\_\_\_\_

Please advise if quotations for any coverage listed below are requested:

E = Exposure; C = Coverage through Brown & Brown (if indicated with an "L", such coverage is being provided on a limited basis through an extension or enhanced endorsement and not by a stand-alone coverage form); Q = Quote for Uncovered Exposure. Mark entire section CLIENT DECLINED QUOTE if applicable.

	E	C	Q
PROPERTY	Y/N	Y/L/N	Y/N
Buildings			
Business Personal Property			
Personal Property of Others			
Tenants Betterments & Improvements			
Business Income/Rental Income			
Extra Expense			
Leaseholders Interests			
Boiler & Machinery (Equipment Breakdown)			
Building Ordinance or Law			
A. Loss to Undamaged Portion of Building			
B. Demolition Cost			
C. Increased Cost of Construction			
Earthquake			
Difference in Condition			
Flood (Primary)			
Flood (Excess)			
Wind			
Off Premises Power Interruption			
Overhead Transmission Lines			
Glass			
Spoilage			
<b>AUTOMOBILE</b>			
Auto Liability			
Auto Physical Damage			
Drive Other Car Liability			
Drive Other Car Physical Damage			
Hired/Non Owned Liability			
Hired Car Physical Damage			
PIP: Ext Additional, Broad			
Rental Reimbursement (PPT)			
Rental Reimbursement (Commercial Vehicles)			
Uninsured Motorist (Primary/Excess)			
Underinsured Motorist			
Garage Liability			
Garage Keepers Liability			
Garage Dealers Physical Damage			
Truckers Liability			
Un-laden Liability			
Trucker's Physical Damage			
Trailer Interchange			
<b>CRIME</b>			
Employee Dishonesty (1st Party)			
Employee Dishonesty (3rd Party)			
Computer Fraud/Funds Transfer			
Forgery or Alteration			
Social Engineering			
Money & Securities			
<b>BONDS</b>			
ERISA Bond			
Other Bonds			

	E	C	Q
LIABILITY	Y/N	Y/L/N	Y/N
General Liability			
Liquor Liability			
Employee Benefits Liability			
Errors or Omissions/Professional Liability			
Cyber Liability (1 <sup>st</sup> Party)			
Cyber Liability (3 <sup>rd</sup> Party)			
Intellectual Property			
Directors & Officers Liability			
Fiduciary Liability			
Employment Related Practices Liability			
Third Party Discrimination			
Owners/Contractors Protective Liability			
Pollution Liability (1 <sup>st</sup> Party)			
Pollution Liability (3 <sup>rd</sup> Party)			
Products Liability			
Product Recall			
Warehouse (or Bailee's) Legal Liability			
Watercraft Liability (Hull & P+I)			
Umbrella/Excess Liability			
<b>INLAND MARINE</b>			
Accounts Receivable			
Valuable Papers			
Bailee Coverage			
Computer/EDP			
Contractors Equipment			
Signs			
Installation Floater			
Mobile Equipment			
Rented/Leased Equipment			
Motor Truck Cargo			
Transit/Transportation			
Builders Risk / COC			
Ocean Cargo			
<b>WORKERS COMPENSATION</b>			
Workers Compensation			
Other States			
USL&H			
Jones Act			
Stop Gap Liability			
Excess Employers Liability			
<b>AIRCRAFT</b>			
Aviation – Owned/Non-Owned			
<b>MISCELLANEOUS</b>			
International/Foreign Exposures			
Kidnap & Ransom			
Travel Accident			
Credit Insurance			
Mold/Fungi			
EIFS			
Terrorism			
Subsidence			

This list of insurance coverage is for information purposes only and is not meant to be a complete list for all your insurance needs. The above analysis is based solely on information provided by the client. Coverage indicated by an "L" reflects coverage provided on a limited basis which may not be as broad as coverage purchased on a stand-alone coverage form, and may include lower limits, sub-limits, or few covered perils.

Insured Representative \_\_\_\_\_

Date - Place Completed with Insured \_\_\_\_\_

Brown & Brown Representative Signature \_\_\_\_\_

**Leon County Research & Development Authority**

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**APPENDIX**



## Leon County Research & Development Authority

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### RELATED INFORMATION

**Compensation:** In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products & services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based on the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date the premiums are remitted to the insurance company or intermediary. In the event we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

Wholesale Broker/Managing General Agent: *ECC Insurance Brokers*

The intermediary is owned in whole or in part by Brown & Brown, Inc., the parent company of Brown & Brown of Florida Inc. – Tallahassee. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services may be up to 15% of the premium you pay for coverage, and any compensation paid for those services is derived from your premium payment. The fee, if any, for the Wholesale Insurance Broker’s/Managing General Agent’s services above is \$0

**Questions and Information Requests.** Should you have any questions, or require additional information, please contact this office at 1-800-877-2769 or, if you prefer, submit your question or request online at: <http://www.bbinsurance.com/customerinquiry.shtml>.

## Leon County Research & Development Authority

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### RELATED INFORMATION (*Continued*)

#### IF WE GET A FEE AND NOT COMMISSION

**Compensation:** If we are being compensated upon a fixed dollar amount or fixed percentage fee (meaning that the contract specifies our compensation and states anywhere in the document that additional compensation will not be paid to us or any other party) any additional compensation to us or any other party, including wholesale brokers or third-party intermediaries, is strictly prohibited. Likewise, if our contract sets compensation based upon a fixed dollar amount or fixed percentage fee and the contract specifies that additional compensation shall be credited to the insured, any additional compensation to any party, including brokers, wholesale brokers or third-party intermediaries, must be promptly returned to you. If our contract is not based upon such fixed fee terms, no owned or affiliated party, including brokers, wholesale brokers or third-party intermediaries, may accept any type of compensation without full disclosure by the undersigned broker to you of the dollar amount or percentage of compensation prior to binding your coverage.

**Questions and Information Requests.** Should you have any questions, or require additional information, please contact this office at 1-800-877-2769 or, if you prefer, submit your question or request online at: <http://www.bbinsurance.com/customerinquiry.shtml>.

**Leon County Research & Development Authority**

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**AGREED VALUE ENDORSEMENT IF APPLICABLE**

**Coverages Provided:** The insurance company agrees to waive the Coinsurance Clause, thus eliminating your potential penalty for buying an inadequate amount of insurance to meet the Coinsurance requirement.

**OR**

**CO-INSURANCE EXAMPLES IF APPLICABLE**

The co-insurance clause is found in almost every property policy. It states that the insurance company will not pay the full amount of any loss if the covered property is, for whatever reason, covered for less than the required insurable value at the time of loss. Required insurable value equals the value of the covered property at the time of loss multiplied by the coinsurance amount.

**Examples of Co-Insurance at 80%**

<b><u>Building Value</u></b>	<b><u>Insurance Carried</u></b>	<b><u>Loss</u></b>	<b><u>Insurance Pays</u></b>
1) \$100,000	\$100,000	\$60,000	\$60,000
2) \$100,000	\$ 80,000	\$60,000	\$60,000
3) \$100,000	\$ 70,000	\$60,000	\$52,500 *

\*  $\frac{\text{Did } (70,000)}{\text{Should } (80,000)} \times \text{Loss} = \frac{7}{8} \text{ Paid}$

**OR**

**Examples of Co-Insurance at 90%**

<b><u>Building Value</u></b>	<b><u>Insurance Carried</u></b>	<b><u>Loss</u></b>	<b><u>Insurance Pays</u></b>
1) \$100,000	\$100,000	\$60,000	\$60,000
2) \$100,000	\$ 90,000	\$60,000	\$60,000
3) \$100,000	\$ 80,000	\$60,000	\$53,333 *

\*  $\frac{\text{Did } (80,000)}{\text{Should } (90,000)} \times \text{Loss} = \frac{8}{9} \text{ Paid}$

**OR**

**Examples of Co-Insurance at 100%**

<b><u>Building Value</u></b>	<b><u>Insurance Carried</u></b>	<b><u>Loss</u></b>	<b><u>Insurance Pays</u></b>
1) \$100,000	\$100,000	\$60,000	\$60,000
2) \$100,000	\$ 70,000	\$60,000	\$42,000 *

\*  $\frac{\text{Did } (70,000)}{\text{Should } (100,000)} \times \text{Loss} = \frac{7}{10} \text{ Paid}$

## **Leon County Research & Development Authority**

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### **LIABILITY TERMS**

***Contractual Liability*** - Extends coverage to liability assumed under contract. Applies to both oral and written agreements relating to named insured's business.

***Personal Injury Liability & Advertising Injury Liability*** - Covers false arrest, detention or imprisonment, malicious prosecution, libel, slander, wrongful eviction or entry, or other invasion of the right of private occupancy.

***Premises Medical Expense*** - Made if there is reason to believe that the resulting injury would not have occurred but for some condition on the insured premises or operations conducted by the insured. Negligence of the insured need not be established.

***Fire Damage*** - Intended for tenant or lessee of a commercial building who does not agree under contract to be responsible for the building, or for that part of the building, which is in its care, custody or control. Coverage is for one peril, fire, when fire is the result of an insured's negligence.

***Non-Owned Watercraft Liability Coverage*** - (Under 26 feet in length) Provides coverage for liability which arises from any watercraft as long as the watercraft is not owned by the insured nor being used to carry persons or property for a fee.

***Limited Worldwide Coverage*** - Intended to extend the scope of "policy territories" to anywhere in the world. This is limited to the activities of any insured who is domiciled in the United States and the original suit for damage is brought within the United States, its territories, possessions, or in Canada.

***Extended Bodily Injury Coverage*** - Amends definition of occurrence to include any intentional act by or at the direction of the insured, which results in bodily injury, but only if such bodily injury results from the use of "reasonable" force for purposes of protecting persons or property.

***Newly Acquired Organizations*** - Automatic protection for newly acquired organizations until the new organizations are specifically added to the policy or 90 days, whichever occurs first.

***Additional Persons Insured*** - Includes as insureds: (1) Any spouse of a partner concerning business activities of the partnership and (2) any employee of the named insured while acting within the scope of his or her duties. Does not apply to bodily injury or personal injury sustained by a fellow employee which occurs during the course of employment.

***Employee Benefits*** - Provides coverage against damages because of a "Negligent Act" in the "Administration" of "your employee benefits program".

***Liquor Liability*** - Provides coverage against claims for "damages" sustained by any person or organization if such liability is imposed on the insured by reason of the selling, serving, or furnishing of any alcoholic beverage.

## **Leon County Research & Development Authority**

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### **AUTOMOBILE TERMS**

***Owned Automobiles*** - Covers the liability arising out of the ownership, maintenance or use of automobiles.

***Personal Injury Protections*** - Coverage is included for passenger vehicle under No-Fault Law provisions.

***Uninsured Motorists*** - Protects insureds who are not contributory negligent against bodily injury caused by negligent underinsured or uninsured drivers and hit-and-run motorists.

Uninsured Motorists Coverage is offered in two different forms.

***Non-Stacked UM*** - This will provide the limit of Uninsured Motorists coverage shown in the policy schedule, regardless of how many vehicles are owned.

***Stacked UM*** - This will provide the sum of limit of Uninsured Motorists coverage shown in the policy schedule. If there is more than one covered auto, the limit of insurance for the accident would be the sum of the limits for all those owned autos which are covered autos. (If the limit is \$100,000 and there are three insured vehicles, the maximum paid would be the sum of the coverage, or \$300,000).

Stacked UM coverage is only available when the named insured is an individual; entities do not qualify for stacked coverage. Non-stacked UM coverage is available for both entities (corporations, partnerships, etc.) and individuals.

***Hired Automobiles*** - Covers the liability for the use of hired automobiles in your business.

***Non-Owned Automobiles*** - Covers the liability for the use of non-owned automobiles in your business. An example would be an employee using his/her own car on an errand for you.

***Comprehensive*** - Pays for loss of, or damage to, automobiles from perils other than collision.

***Collision*** - Pays for loss of, or damage to, automobiles from collision with another object or upset.

***Broad Form Drive Other Car Coverage*** - Provides coverage for individual named on endorsement and spouse for use of non-owned car, sometimes referred to as "Borrowed Car" coverage. This should be purchased if you do not have a personal auto policy.

**NOTE: These coverages may not apply in all states.**

## Leon County Research & Development Authority

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### AUTOMOBILE SYMBOL DEFINITIONS

<u>Symbol</u>	<u>Description</u>
1	<i>Any Auto.</i>
2	<i>Owned Autos only.</i> Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	<i>Owned private passenger autos only.</i> Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
4	<i>Owned autos other than private passenger autos only.</i> Only those autos, you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.
5	<i>Owned autos subject to no-fault.</i> Only those autos you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged.
6	<i>Owned autos subject to a compulsory uninsured motorists law.</i> Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists requirement.
7	<i>Specifically Described Autos.</i> Only those autos described in item three of the declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in item three).
8	<i>Hired Autos Only.</i> Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households.
9	<i>Non-owned Autos Only.</i> Only those "autos" you do not own, lease, hire, rent or borrow and that are used in connection with your business. This includes "autos" owned by your employees or partners or members of their households but only while used in your business or your personal affairs.

## **Leon County Research & Development Authority**

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### **SURETY BONDS**

Brown & Brown has the capability to handle surety bonds. Our experienced professionals are proficient in Construction and Commercial Bonds. Construction bonds typically include Bid, Performance, Payment, Maintenance and Warranty bonds. Commercial bonds cover obligations typically required by law, statute or regulation. The following are just a few of the industry types that we can service:

- Condominium Associations
- Developers
- General Contractors
- Financial Services Industry
- Hazardous Materials and Waste
- Healthcare
- Manufacturing
- Oil & Gas
- Property Managers
- Restaurants
- Retail Industry
- Service Contractors
- Subcontractors
- Wholesalers/Suppliers/Distributors

Types of Commercial Bonds commonly written by Brown & Brown include:

Agricultural Dealers Bond	Medicare/Medicaid Bonds	Release of Lien Bonds
Appeal Bonds	Miscellaneous Bonds	Replevin Bonds
Citrus Dealer Bonds	Mobile Home Dealer Bonds	Right-of-Way Bonds
Court Bonds	Mortgage Broker Bonds	Seller of Travel Bonds
Customs Bonds	Motor Vehicle Dealer Bonds	Supply Bonds
Employee Dishonesty Bonds	Notary Public Bonds	Tax Bonds
Fidelity Bonds	Patient Trust Bonds	Title Agents Bonds
Franchise Dealer Bonds	Professional Solicitors Bonds	Utility Deposit/Payment Bonds
Fuel Tax Bonds	Public Official Bonds	Warehouse Bonds
Garnishment Bonds	Reclamation Bonds	Workers' Compensation Bonds
License & Permit Bonds	Recreational Vehicle Dealer Bonds	Yacht Broker/Salesman Bonds

## **Leon County Research & Development Authority**

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### **EMPLOYEE BENEFITS**

Brown & Brown is an insurance intermediary for Employee Benefits insurance. We are experts in analyzing plan design information and claim experience in order to make sure our clients have the best employee benefits package for their employee's at the most competitive cost. We broker the following products:

- Medical Insurance – Fully Insured / Self Insured / Dividend Plans
- Consumer Driven Health Plans – H.S.A's / HRA's
- Dental Insurance
- Basic and Voluntary Life Insurance
- Short and Long Term Disability
- Vision Insurance
- Flex Spending Accounts
- Employee Assistance Plan
- COBRA Administration
- Voluntary Products
- Legal Plans

We also realize the service intensive nature of Employee Benefits packages. Therefore, we have experienced Account Executives and Account Managers to assist our clients with all aspects of employee benefit plans including:

- Billing, Claims, Eligibility issues
- Electronic Enrollment
- Open Enrollment Assistance
- Benefits at a Glance / Benefit Business Cards
- Compensation Statements
- HR/ Benefits Website
- Employee Surveys

For more information or questions, please contact our Employee Benefits Leader, Greg Jaap, at (850) 701-0454 or email at [gjaap@bbtally.com](mailto:gjaap@bbtally.com).



**Leon County R&D Authority  
Budget Narrative-Draft  
For the fiscal year ending September 30, 2019**

Last Updated: 08/30/2018

Assumptions:

The budget is built based on all known leases, service contracts and other non-contractual service arrangements. Utilities, repairs and maintenance, and cleaning are based on historical experience with allowances for contingencies, and adjusted for known changes not included in historical experiences.

Significant changes from Prior Year BUDGET and other assumptions:

Revenue:

- In April 2018, FSU IT Services began a one-year lease in the Morgan Building which was not budgeted in FY 2017-18. Six months of lease revenue is budgeted in FY 2018-19 increasing revenue by \$110,133. The tenant has the option of extending the lease on a month-to-month basis if needed, but the budget assumes the lease terminates March 31, 2019.
- SBDC cancelled its lease in the Morgan Building effective May 31, 2018 reducing lease revenue by \$30,708.
- Sunnyland Solar's land lease expired August 2, 2018 reducing lease revenue by \$7,478. This also reduced CAM fees by \$6,473.
- Combined EEP and Other Program income in FY 2017-18 included an additional \$7500 (\$22,500 total) in program income from a grant that was not included in the current fiscal year. The \$7,500 payment was not actually received, as timing for the receipt of the grant payments is limited to \$15,000 per year. The total amount to be received from the 3-year grant did not change; only the timing changed.
- Interest Income has been estimated based on the expected declining investment balances required to pay for planned capital improvements. Conservatively, current interest rates were assumed while interest rates are expected to increase.
- While no significant budget changes are expected this year for the Phipps Building, the Florida Department of Transportation's lease expires 9/30/2022. The lease contains a five-year option to extend the lease at \$2.00 per square compared to its current rate of \$8.77 per square foot. This will result in a loss of approximately \$100,000 per year in revenue beginning 10/1/2022.

Authority Employee Expense:

- Nine months of salaries and benefits were included in FY 2017-18 for the new Director of Entrepreneurship position while 12 months are in the current year increasing employee expense by \$38,135 including other increases in benefits
- Salaries and wages include a \$5,000 (3.7%) increase for the Executive Director subject to approval by the Executive Committee, and 4% for remaining staff.

Utilities:

- The decrease in utilities is primarily due to an expected decrease resulting from the IT Services lease ending March 31, 2019.

Maintenance & Repairs:

- \$20,800 has been included to paint the Phipps building as required by the lease.
- \$2,500 has been added to update the signage at the Levy and Pottsdamer entrances.

Cleaning and Improvements: No major carpet repairs or replacements are expected in the upcoming year.

Services: No major changes from the prior year budget are expected.

Administrative Expenses:

- Other program expenses include \$4,700 for new entrepreneurship program expenses (\$1,200), and the cost of two new events (\$3,500).
- Travel expenses were increased \$2,100 to accommodate additional staff.
- Marketing/PR was reduced by \$3,000 as a result of Discovery on Parade cancellation for this year. Included in the budget are a new promotional video (\$2,000), Social/Digital ads (\$2,400), promotional trinkets (\$500), Other marketing PR (\$2,000) and other sponsorships (\$1,200). It is expected that the board's strategic planning process will more specifically address the use of the marketing/PR funds.

Other Expenses (Talcro): The decrease is due to contract changes as a result of the RFP.

Property Insurance: P&C renewal quote has been received, and the premium is increasing \$1,308, or 2.3%.

Capital Budget:

- \$1.8 million has been provided for equipment and improvements in accordance with the Lewis+Whitlock study estimate and as directed by the Board.
- \$15,000 is provided in the event of the need to replace HVAC units. None are planned.
- Information has been provided in a separate report regarding deferred maintenance items.

Budget by Building

	Budget FY 2018-19							Total FINAL Budget	Proposed Budget vs. Current Year Forecast	FY 2017-18			Proposed Budget vs. Current Year Budget
	Tenants In Common	Knight	Collins	Fuqua Shared	Morgan	Johnson	Phipps			Current Year Forecast	Current Year Budget	Current Year Forecast vs. Current Year Budget	
<b>INCOME</b>													
<b>OPERATING INCOME</b>													
Rent	\$ -	\$ 11,436	\$ 31,972	\$ -	\$ 213,824	\$ 450,475	\$ 128,640	\$ 836,347	(18,557)	854,904	\$ 761,461	93,442	\$ 74,885
Common Area Maintenance	57,344	-	-	-	-	-	-	57,344	(4,359)	61,703	61,904	(201)	(4,560)
Other Rents	-	972	-	-	-	-	-	972	20	952	972	(20)	-
EEP Program Income	-	3,200	-	-	-	-	-	3,200	1,600	1,600	24,900	(23,300)	(21,700)
Other Program Income	-	22,500	-	-	-	-	-	22,500	500	22,000	7,500	14,500	15,000
Other Income	-	-	-	-	-	-	-	-	(535)	535	-	535	-
<b>TOTAL OPERATING INCOME</b>	<b>57,344</b>	<b>38,108</b>	<b>31,972</b>	<b>-</b>	<b>213,824</b>	<b>450,475</b>	<b>128,640</b>	<b>920,362</b>	<b>(21,331)</b>	<b>941,693</b>	<b>856,737</b>	<b>84,956</b>	<b>63,625</b>
<b>NON-OPERATING INCOME</b>													
Interest	68,141	-	-	-	-	-	-	68,141	(667)	68,808	47,336	21,472	20,805
Operating Expense Reimbursement	-	-	-	6,320	-	-	-	6,320	862	5,458	5,818	(360)	502
<b>TOTAL NON-OPERATING INCOME</b>	<b>68,141</b>	<b>-</b>	<b>-</b>	<b>6,320</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>74,461</b>	<b>195</b>	<b>74,266</b>	<b>53,154</b>	<b>21,112</b>	<b>21,307</b>
<b>TOTAL INCOME</b>	<b>125,485</b>	<b>38,108</b>	<b>31,972</b>	<b>6,320</b>	<b>213,824</b>	<b>450,475</b>	<b>128,640</b>	<b>994,823</b>	<b>(21,136)</b>	<b>1,015,960</b>	<b>909,892</b>	<b>106,068</b>	<b>84,932</b>
<b>EXPENSES</b>													
<b>OPERATING EXPENSES</b>													
Total Authority Employee Expense	-	419,150	-	-	-	-	-	419,150	56,811	362,339	371,789	(9,450)	47,361
Total Utilities	672	4,176	25,371	6,441	31,003	30,835	-	98,498	(4,658)	103,156	103,923	(767)	(5,425)
Total Maintenance & Repairs	4,100	2,925	7,100	8,805	12,075	11,455	26,544	73,004	22,212	50,792	48,425	2,367	24,579
Total Cleaning & Improvements	-	-	-	-	1,200	1,350	670	3,220	(1,657)	4,877	4,750	127	(1,530)
Total Services	11,157	11,914	17,562	2,812	23,469	43,997	3,552	114,463	5,206	109,257	112,644	(3,387)	1,820
Property Administrative													
Audit	-	17,000	-	-	-	-	-	17,000	500	16,500	16,500	-	500
Phone Service	-	1,080	-	-	-	-	-	1,080	(669)	1,749	2,088	(339)	(1,008)
Internet Charge	-	2,420	-	-	-	-	-	2,420	455	1,965	2,475	(510)	(55)
Copies	-	660	-	-	-	-	-	660	(5)	665	600	65	60
Fees/Licenses/Permits	-	120	-	-	-	-	-	120	(235)	355	828	(473)	(708)
Office Supplies	-	1,410	-	-	-	-	-	1,410	(109)	1,519	1,410	109	-
Office Equipment Maintenance	-	600	-	-	-	-	-	600	500	100	600	(500)	-
Postage/Delivery	-	60	-	-	-	-	-	60	(35)	95	60	35	-
Professional Fees	-	30,200	-	-	-	-	-	30,200	8,322	21,878	30,000	(8,122)	200
Printing	-	1,680	-	-	-	-	-	1,680	611	1,069	1,200	(131)	480
EEP Program Expenses	-	7,800	-	-	-	-	-	7,800	(2,716)	10,516	8,666	1,850	(866)
Other Program Expenses	-	14,175	-	-	-	-	-	14,175	3,850	10,325	10,325	-	3,850
Subscriptions/Dues	-	2,970	-	-	-	-	-	2,970	(15)	2,985	2,910	75	60
Travel/Conferences	-	10,100	-	-	-	-	-	10,100	2,607	7,493	8,000	(507)	2,100
Marketing/PR	-	9,840	-	-	-	-	-	9,840	872	8,968	8,968	-	872
General Authority Expense	-	1,200	-	-	-	-	-	1,200	-	1,200	1,200	-	-
Other Administrative Expense	-	3,042	-	-	-	-	-	3,042	90	2,952	2,952	(0)	90
Research Grants	-	25,000	-	-	-	-	-	25,000	-	25,000	25,000	-	-
Total Property Administrative	-	129,357	-	-	-	-	-	129,357	14,023	115,334	123,782	(8,449)	5,575
Total Other Expenses (Talcor)	-	10,248	16,476	-	21,528	26,040	9,708	84,000	(2,536)	86,536	86,357	179	(2,357)
Total Insurance & Taxes	1,320	11,856	12,000	-	13,968	16,896	1,812	57,852	1,307	56,545	56,544	1	1,308
<b>TOTAL OPERATING EXPENSES</b>	<b>17,249</b>	<b>589,626</b>	<b>78,509</b>	<b>18,058</b>	<b>103,243</b>	<b>130,574</b>	<b>42,286</b>	<b>979,544</b>	<b>90,708</b>	<b>888,836</b>	<b>908,214</b>	<b>(19,378)</b>	<b>71,330</b>
<b>NET OPERATING INCOME</b>	<b>108,236</b>	<b>(551,518)</b>	<b>(46,537)</b>	<b>(11,738)</b>	<b>110,581</b>	<b>319,901</b>	<b>86,354</b>	<b>15,279</b>	<b>(111,845)</b>	<b>127,124</b>	<b>1,678</b>	<b>125,446</b>	<b>13,602</b>
Less: Capital Expenditures	-	-	(1,800,000)	-	-	(15,000)	-	(1,815,000)	(1,527,148)	(287,852)	(2,067,550)	1,779,698	252,550
<b>CASH FLOW AFTER CAPITAL TRANSACTIONS</b>	<b>\$ 108,236</b>	<b>\$ (551,518)</b>	<b>\$ (1,846,537)</b>	<b>\$ (11,738)</b>	<b>\$ 110,581</b>	<b>\$ 304,901</b>	<b>\$ 86,354</b>	<b>\$ (1,799,721)</b>	<b>\$ (1,638,993)</b>	<b>\$ (160,728)</b>	<b>\$ (2,065,872)</b>	<b>\$ 1,905,145</b>	<b>\$ 266,152</b>

**Budget Variance 17-18****Favorable/****Current Year Budget Variance Summary:**

	<b>(Unfavorable)</b>	<b>Explanation</b>
Rent	\$ 93,442	IT Services Lease
CAM	(201)	Based on reimbursable expenses
Operating Expense Reimbursements	(360)	Based on reimbursable expenses
Interest	21,472	Rising interest rates
Other Rents	(20)	
EEP Program Income	(23,300)	FAMU grant budget \$22,500 with \$11k actual shifted to Other Program Income
Other Program Income	14,500	Actual Tech Grant +\$3500 and FAMU Grant \$11k shifted from EEP Program Income
Other Income	535	
Total Income Variance	<u>106,068</u>	
Authority Employee expense	9,450	Timing of hire Director of Entrepreneurship
Utilities	767	Normal fluctuations
Repairs & Maintenance	(2,367)	Normal fluctuations
Cleaning and Improvements	(127)	
Services	3,387	HVAC short 1 service (2.8k) + Powerwash buildings not done (\$5.2k)
Property Administration:		
EEP Program Expenses	(1,850)	Budgeted based on prior year food costs which were unusually low
Other Program Expenses	-	
Professional Fees	8,122	Normal fluctuations
Research Grants	-	
All Other Property Admin Expenses	1,997	Normal fluctuations
Total Operating Expense Variance	<u>19,378</u>	
Net Operating Income Variance	125,446	
Capital Expenditures	1,779,698	Collins \$1.8 million not expended--see details on Capital Projects
Total Current Year Budget Variance	<u>1,905,145</u>	
Budgeted Cash Flow	(2,065,872)	
Current Year Forecasted Cash Flow	<u>\$ (160,728)</u>	

							<b>TOTAL</b>
<b>AUTHORITY'S EMPLOYEE EXP.</b>							
<b>Executive Director</b>							
	Current		Rate	Salary	Months		
				11,667	-	-	
4401-0000	Total with potential increase	3.5715%		12,083	12	145,000	145,000 \$ 144,996
	Deferred Comp	11.36%					16,472 16,476
	Medicare	1.45%					2,341 2,340
	Social Security	6.20%	Limit-->		128,400		7,961 8,217
	Workers Comp	1.47%	Oct-Dec		Jan-Sept	1.47%	2,124
	Health Insurance	EE Only		616	Jan Increase%->	6.5%	7,751
	Retirement FRS (ER to EE acct)	3.30%	Rates Change J		Change indeterminate		4,788
	Retirement FRS (ER to State)	4.96%					7,188
	<b>Total Salary, Taxes, and Fringes</b>						<b>193,880</b>
<b>Director of Programs &amp; Communications</b>							
	Current			4,292	9	38,625	
4403-0000	Total with potential increase	4.00%		4,463	3	13,390	52,015 <b>52,017</b>
	Medicare	1.45%					754 753
	Social Security	6.20%	Limit-->		128,400		3,225 3,225
	Workers Comp	1.47%	Oct-Dec		Jan-Sept	1.47%	762
	Health Insurance	EE Only		581	Jan Increase%->	6.5%	7,315
	Retirement FRS (ER to EE acct)	3.30%					1,719
	Retirement FRS (ER to State)	4.96%					2,580
	<b>Total Salary, Taxes, and Fringes</b>						<b>68,371</b>
<b>Director of Entrepreneurship</b>							
	Current			8,333	4	33,333	
4402-0000	Total with potential increase	4.00%		8,667	8	69,333	102,667 <b>102,668</b>
	Medicare	1.45%					1,489 1,492
	Social Security	6.20%	Limit-->		128,400		6,365 6,364
	Workers Comp	1.47%	Oct-Dec		Jan-Sept	1.47%	1,504
	Health Insurance	EE+1		1,165	Jan Increase%->	6.5%	14,664
	Retirement FRS (ER to EE acct)	3.30%					3,388
	Retirement FRS (ER to State)	4.96%					5,092
	<b>Total Salary, Taxes, and Fringes</b>						<b>135,172</b>
<b>Administrative Coordinator</b>							
	Current			1,518	7	10,622.73	
	Total with potential increase	4.00%		1,578	5	7,891.17	18,514 <b>18,516</b>
	Medicare	1.45%					268 269
	Social Security	6.20%	Limit-->		128,400		1,148 1,148
	Workers Comp	1.47%	Oct-Dec		Jan-Sept	1.47%	269
	Retirement FRS (ER to EE acct)	3.30%					610
	Retirement FRS (ER to State)	4.96%					915
	<b>Total Salary, Taxes, and Fringes</b>						<b>21,727</b>
<b>Total Salaries and Wages</b>							<b>318,197</b>
4404-0000	Payroll Taxes (Medicare & Social Security)						\$ 23,808
4405-0000	Worker's Comp						\$ 4,659
4406-0000	Employee Benefits						
	Deferred Comp						\$ 16,476
	Health Insurance						29,730
	Retirement FRS (ER to EE acct)						10,505
	Retirement FRS (ER to State)						15,775
	<b>Total Employee Benefits</b>						<b>\$ 72,486</b>
	<b>Total Employee Expense</b>						<b>\$ 419,150</b>
<b>PROPERTY ADMINISTRATION</b>							
5510-0000	Accounting/Audit		THF Contract				\$ 17,000
5520-0000	Phone Service		Comcast Contract				1,080
5522-0000	Internet Charge						
	Comcast Contract						1,920
	Webhosting Services - Per Oppenheim \$500 per site per year (December (Innovaton-Park.com))						500
	<b>Total Internet Charge</b>						<b>2,420</b>
5530-0000	Copies		Copier Service Agreement				660
5560-0000	Fees/Licenses/Permits						
	Payroll service fee \$1.45/check x 3 employees x 2 pays/mo (eliminated in new contract)						-
	Official Records Filings						120
	<b>Total Fees/Licenses/Permits</b>						<b>120</b>

**Knights Admin Detail**

5565-0000	Office Supplies						
	Miscellaneous Office Supplies						720
	Board Plaques						300
	Board Meetings - @ \$25.00 per meeting						150
	24 Committee Meetings - @ \$10.00 per meeting						240
	Total Office Supplies						<u>1,410</u>
5566-0000	Office Equip. Maint.					Miscellaneous Phone/Computer/Copier	600
5570-0000	Postage/Delivery					Less than actual--eliminated Talcor charges in new contract	60
5575-0000	Professional Fees						
	General Council agreement		Monthly Fee estimate	2,000			24,000
	Development and other professional fees		Estimate monthly	100			1,200
	Other		Strategic Planning Facilitator				5,000
	Total Professional Fees						<u>30,200</u>
5580-0100	Printing						
	Presentaton folders						300
	Display board updates						100
	Rack cards	500					375
	Marketing books	200					425
	Other						480
	Total Printing						<u>1,680</u>
5581-0000	EEP Program Expenses						
	Class Expenses						800
	Snacks/Gifts for Volunteers						1,000
	Food						6,000
	Total EEP Expenses						<u>7,800</u>
5582-0000	Other Program Expenses						
	Tech Grant						7,500
	Tech Topics		\$275 per event * 3 events				975
	E-Club						1,000
	Entrepreneur Programs		SBIR-STTR, mini i-Corp, etc.				1,200
	Science Wkend/MagLab Open House		Event				1,500
	New event						2,000
	Total Other Program Expensees						<u>14,175</u>
5585-0000	Subscriptions/Dues						
	iNBIA (International Business Innovation						695
	Association of University Research Parks						1,050
	Special District Fees						175
	Tallahassee Chamber						475
	Magazines						75
	Big Bend Minority Chamber						500
	Total Subscription & Dues						<u>2,970</u>
5594-0000	Travel/Conferences		Ron	Denise	Michael		
	Chamber Conference-Registration/Meals/Lodging		1,300	-	1,300		2,600
	Other Conferences & Training		2,500	2,500	2,500		7,500
	Total Travel/Conferences		<u>3,800</u>	<u>2,500</u>	<u>3,800</u>	10,100	<u>10,100</u>
5586-0000	Marketing/PR						
	Constant Contact						840
	Promotion Video						2,000
	Social/Digital Ads						3,300
	Shirts/mugs/swag						500
	Other Marketing/PR (determined by strategic plan)						2,000
	Other Sponsorships						1,200
							<u>9,840</u>
5587-0000	General Authority Exp -- primarily petty cash expenses \$100/mo						1,200
5589-000	Research Grants - Non CAM					Tech Grant Awards	25,000
5596-0000	Other Administrative Exp.						
	Tallahassee Democrat - Notices						1,440
	Florida Administrative Register Notices - Twice per year @ \$300.00 per						600
	Procurement notices	3@ \$230	RFQ Collins; Insurance Broker; other (legal?)				690
	Miscellaneous						312
	Total Other Administrative						<u>3,042</u>
<b>Total Property Administration Costs</b>							<u>\$ 129,357</u>

**Contracts**

<u>Property Management &amp; Accounting</u>	<u>Gross Sq Ft</u>	<u>Allocation</u>	<u>Per Month</u>	<u>TOTAL</u>
Collins	24,900	16,480	1,373	16,476
Morgan	32,528	21,529	1,794	21,528
Johnson	39,337	26,035	2,170	26,040
Phipps	14,661	9,703	809	9,708
Knight	2,800	1,853	154	1,848
Knight-CAM	10%	8,400	700	8,400
	<u>114,226</u>	<u>84,000</u>	<u>7,000</u>	<u>84,000</u>

Talcor 2.5% increase beginning 10/1/19, and 10/1/20

**Landscaping**

	2018, Mar 2019, Apr Reg %	2018, Mar 2019, Apr 2019	Year 1- Nov 2018 to Feb 2019	Year 2 May 2019-Sept 2019	Pine Straw Allocation	Straw November- Year 2	Pine Straw April-Year 3	
Collins	24.2%	726	365	741	24.2%	581	581	8,505
Morgan	10.3%	308	155	315	10.3%	247	247	3,613
Johnson	12.6%	377	190	385	12.6%	302	302	4,420
Knight	22.1%	664	334	678	22.1%	531	531	7,780
Inn-tic	18.6%	558	281	569	18.6%	446	446	6,535
Inn-tic Non CAM (vacant land)	12.3%	368	185	375	12.3%	294	294	4,307
	100.0%	3,002	1,510	3,062	100.0%	2,401	2,401	35,160
<b>Total</b>	<b>\$ 35,158</b>	<b>9,006</b>	<b>6,040</b>	<b>15,310</b>		<b>2,401</b>	<b>2,401</b>	

<u>Janitorial</u>	<u>Per sf per contract</u>	<u>Oct 18- Aug 19</u>	<u>19-Sep 3%</u>	<u>FSU IT Services Adj</u>	
Annual Inc	0.0775				
Collins	331	4,269	331	341	3,982
Morgan	1,760	22,707	1,760	1,813	(13,269) 3/31/2018 14,972
Johnson	2,115	27,294	2,115	2,178	25,443
Knight	204	2,632	204	210	2,454
	<u>4,410</u>	<u>56,902</u>	<u>4,410</u>	<u>4,542</u>	<u>53,052</u>
					<u>46,851</u>

**HVAC Preventative Maintenance (3/2019 1 year)**

	<u>Per Qtr</u>	<u>Annual</u>	
Collins	848.00	3,392.00	3,392
Morgan	454.00	1,816.00	1,816
Johnson	1,129.00	4,516.00	4,516
Knight	159.00	636.00	636
Phipps	303.00	1,212.00	1,212
	<u>2,893.00</u>	<u>11,572</u>	<u>11,572</u>

**Thyssen Krupp Elevator**

**Annual** Limited to 5% increases (increased about 3.5% prior year)

Johnson	964
Fuqua	964
	<u>1,927</u>

**Contracts**

**TOTAL**

**TYCO (Simplex Grinnel)**

**Annual**

Johnson							
Monitoring	October	616		October 2016-9/30/2019			616
Inspection	November	2725		Expires 9/30/2021			2725
							0
Sprinkler		625	Every 5 years	Last Insp.	6/2/2017	Next	2022
Pre-Action (NPS)		625	Every 5 years	Last Insp.	6/2/2017	Next	2022
		<u>4591</u>					<u>3341</u>

**Pest Control**

	<b><u>Orkin</u></b>	<b><u>Capoluto</u></b>	
	<b><u>Quarterly</u></b>	<b><u>Annual</u></b>	<b><u>Annual-Jan</u></b>
Collins	250	1,000	1,000
Morgan	250	1,000	1,000
Johnson	250	1,000	1,000
Knight	75	300	284
Phipps	250	1,000	1,000
	<u>1,075</u>	<u>4,300</u>	<u>284</u>
			<u>4,584</u>

Orkin includes: rodent traps, monitoring, quarterly inside/outside, additional trips as needed included; annual contract beginning 10/1

**Georgia Florida**

Collins	35 monthly	10/31/2018	183 final equipment payment	603
Knight	35 monthly			420
Morgan	75 Quarter	Cell card-access control		300
				<u>1,323</u>

**Data and communications**

Comcast	8/31/2017 Term	8/31/2020		
	Telephone+TV (package) 3 lines + Equipment + VM		90	1,080
	Internet (50MB)+Static IP+Cloud Solutions (4*14.95)		160	1,920
			<u>250</u>	<u>3,000</u>
			Total	

**Auditing**

	Thomas Howell Ferguson			
Knight	Audit Year	9/30/2018	17,000	3,000
		9/30/2019	17,500	
	Annual Sponsorship		1,000	

**Insurance Allocation (from Insurance Allocation Worksheet)**

Knight	11,856
TIC-CAM	1,164
TIC-NonCam (vacant land)	156
Morgan	13,968
Johnson	16,896
Phipps	1,812
Collins	12,000
	<u>57,852</u>



**Capital Projects**

2018-19		
Building	Item	Amount
Collins	Remodel	\$ 1,800,000
Tenants In Common		
Fuqua		
Morgan		-
Total Major Projects		<u>1,800,000</u>
Knight		-
Fuqua		
Phipps		-
Morgan/Johnson/ Phipps	HVAC-If needed	15,000
Total Regular CapEx		<u>15,000</u>
Total Capital Expenditures		<u>\$ 1,815,000</u>

2017-18					
Building	Item	Budget	Actual	Variance	
Collins	Remodel	\$ 1,800,000	\$ -	\$ 1,800,000	
TIC	Trail WITHOUT Lighting	184,985	184,985	-	
Fuqua	Restrooms	53,800	42,596	11,204	
Morgan	Restrooms	46,000	37,330	8,670	
Total Major Projects		<u>2,084,785</u>	<u>264,911</u>	<u>1,819,874</u>	
Knight	Laptop for Director of Entrepreneurship	1,000	1,020	(20)	
Fuqua	Smoking Area Tables (2)/Urns (1)	1,750	1,439	311	
Morgan/Johnson/ Phipps	HVAC-If needed	15,000	19,746	(4,746)	
Total Regular CapEx		<u>17,750</u>	<u>22,205</u>	<u>(4,455)</u>	
Total Capital Expenditures		<u>\$ 2,102,535</u>	<u>\$ 287,116</u>	<u>\$ 1,815,419</u>	

		Proposed Plan						
		Current	Year					
		OpEx	1	2	3	4		
<b><u>Deferred maint plan (see report with pictures and narrative):</u></b>								
	Remodel elevator including ceiling/lighting	5,820		5,820				
	Paint - Stairs, all rails, flower beds, all columns, wall near elevator, two walls near soda machine. Repair stucco and paint.	14,280			\$ 14,280			
	Elevator	5,820				\$ 5,820		
	Paint: Interior lobby, both floors	2,800			\$ 2,800			
	Full Interior	7,700	7,700					
	Full Exterior	5,600	5,600					
	Refurb (high estimate \$3,000 x 42)	126,000	126,000					
	New/replacements	10,000	10,000					
	Landscaping two entrance monument signs	3,562	3,562					
	Parking Lots							
	Morgan-Overlay	41,426		41,426				
	Collins-Overlay	43,700		43,700				
	Knight-Sealing/Striping	3,200		3,200				
	Phipps-Sealing/Striping	3,200		3,200				
Total deferred maintenance		<u>\$ 273,108</u>	<u>\$ 152,862</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,346</u>	<u>\$ 17,080</u>	<u>\$ 5,820</u>

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this “Agreement”) is entered into this 4th day of October, 2018 (the “Effective Date”) by and between the Leon County Research and Development Authority, a public Authority created pursuant to Chapter 159, Part V, Florida Statutes, having its principal place of business in Tallahassee, Florida (the “Authority”), and Hoy + Stark Architects, P.A., a State of Florida corporation having its principal place of business in Tallahassee, Florida ( the “Contractor”).

### Recitals

WHEREAS, the Authority issued RFQ Number 18-04 Design Criteria Professional Services on August 7, 2018, and;

WHEREAS, the Authority intends to renovate the Collins Building (“Project”) located at 2051 E. Paul Dirac Drive, Tallahassee, FL 32310 (“Project Site”), and;

WHEREAS, the Authority intends to solicit design-build proposals for the renovation of the Project Site in accordance with §287.055(9), Florida Statutes, and requires independent assistance with the Project, and;

WHEREAS, the Authority wishes to allow for the Contractor to provide Design Criteria Professional Services related to the Project independent of the Authority, and the Contractor desires to provide such services;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Authority and the Contractor hereby agree as follows:

### Agreement

1. RECITALS. The foregoing recitals are true and correct and are incorporated into this Agreement.
2. SERVICES. During the Term (as hereafter defined), Contractor shall provide the services described in Exhibit “A” attached hereto and made a part hereof (the “Services”), upon the terms and subject to the conditions of this Agreement.
3. TERM. Authority hereby retains Contractor for a period commencing on the Effective Date and ending upon the earlier of completion of the Services or termination pursuant to Section 8 and 9 herein (the “Term”).
4. COMPENSATION. The amount of compensation payable by the Authority to Contractor shall be the agreed compensation set forth in Exhibit “B” attached hereto and made a part hereof. Unless otherwise specifically provided in Exhibit “B”, payment shall be made within thirty (30) days after receipt of Contractor’s invoice, which shall be accompanied by

sufficient supporting documentation and contain sufficient detail to allow a proper audit of expenditures should the Authority require one to be performed.

5. COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS. Contractor shall, in its performance of this Agreement, comply fully with all federal, state, county and other municipal laws and regulations, as they may be amended from time to time.

6. INDEMNIFICATION. Contractor shall indemnify, defend and hold harmless the Authority, its partners, officers, directors, shareholders, employees and agents (collectively referred to as "Indemnities") and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including reasonable attorney's fees) or liabilities (collectively referred to as "Liabilities") by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from or in connection with (i) the performance or non-performance of the Services contemplated by this Agreement which is or is alleged to be directly caused, in whole or in part, by any act, omission, default or negligence (whether active or passive) of Contractor or its employees, agents or subcontractors (collectively referred to as "Contractor") or (ii) the failure of the Contractor to comply with any of the paragraphs herein or the failure of the Contractor to conform to statutes, ordinances or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Contractor expressly agrees to indemnify and hold harmless the Indemnities, or any of them, from and against all liabilities which may be asserted by an employee or former employee of Contractor, or any of its subcontractors, as provided above, for which the Contractor's liability to such employee or former employee would otherwise be limited to payments under state Workers' Compensation or similar laws. The indemnity set forth herein shall be in addition to those indemnities otherwise provided by law.

7. INSURANCE. Contractor shall, at all times during the term hereof, maintain the insurance coverages as set forth in Exhibit "C" attached hereto and made a part hereof.

8. CANCELLATION OR DEFAULT. In the event the Contractor's performance is deficient, the Authority shall notify the Contractor in writing of the deficiencies and the Contractor shall have ten (10) days to correct such deficiencies. Should the Contractor fail to take appropriate action (acceptable to the Authority in its sole discretion) to correct such deficiencies, the Authority, in addition to all remedies available to it by law, may immediately upon written notice to Contractor by U.S. Mail terminate this Agreement whereupon all payments, advances or other compensation paid by Authority to the Contractor while Contractor was in default shall be immediately returned to the Authority. Contractor understands and agrees that termination of this Agreement under this section shall not release Contractor from any obligation accruing prior to the effective date of termination.

9. AUTHORITY'S RIGHT TO TERMINATE. The Authority shall have the right to terminate this Agreement, in its sole discretion, at any time, by giving written notice to Contractor at least thirty (30) days prior to the effective date of such termination. In such event, the Authority shall pay to Contractor compensation for Services rendered and expenses incurred prior to the effective date of termination. In no event shall the Authority be liable to Contractor for any additional compensation, other than that provided herein, or for any consequential or incidental damages.

10. PROHIBITION AGAINST CONTINGENT FEES. In accordance with §287.055(6), the Contractor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. The Contractor acknowledges that for the breach or violation of this provision, the agency shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

11. LICENSES. The Contractor shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license to operate, the Contractor shall be in default as of the date such license is lost.

12. AUDIT, RECORDS, AND RETENTION. The Contractor agree as follows:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided under this agreement.
- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this agreement for a period of five (5) years after termination of the agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this agreement.
- c. Upon completion or termination of the agreement and at the request of the Authority, the Proposer will cooperate with the Authority to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
- d. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by the Authority.
- e. Persons duly authorized by the Authority and Federal auditors, pursuant to 45 CFR Part 92.36(I)(10), shall have full access to and right to examine any of provider's agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**

**LEON COUNTY R&D AUTHORITY  
ATTN: RON MILLER  
1736 W. PAUL DIRAC DRIVE  
TALLAHASSEE, FL 32310  
PHONE: (850)575-0343 X101  
EMAIL: RMILLER@INN-PARK.COM**

13. STRIKES OR LOCKOUTS. In the event the Contractor should become involved in a labor dispute, strike or lockout, it shall be required to make whatever arrangements that may be necessary to ensure that the conditions of the Contract are met in their entirety. Should the Contractor be unable to fulfill the Contract requirements, the Authority reserves the right to make alternative arrangements to insure the satisfactory completion of work Contractor is unable to perform. Any costs, provided those costs would have been covered under this Agreement, incurred by the Authority as a result of such job action shall be the responsibility of the Contractor.

Under no circumstances, shall either party be liable for any loss, damage or delay due to any cause beyond either party's reasonable control, including but not limited to acts of government, strikes, lockouts, labor disputes, fires, explosion, theft, weather damage, flood, earthquake, riot, civil commotion, war, malicious mischief or act of God. However, in connection with any causes, if the Contractor has a duty to take certain actions, it shall be responsible for the losses caused by the Contractor's negligent acts or omissions.

Under no circumstances, shall either party be liable for special, indirect or consequential damages of any kind including, but not limited to, loss of profits, loss of good will, loss of business opportunity, additional financing costs or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise, notwithstanding any indemnity provision to the contrary.

14. NOTICES. All notices or other communications required under this Agreement shall be in writing and shall be given by hand delivery, by U.S. Mail, or by recognized overnight courier at the address indicated herein or to such other address as a party may designate by notice given as herein provided. Notice shall be deemed given on the day on which personally delivered, or if by mail, on the fifth day after being posted or the date of actual delivery, whichever is earlier, or if by courier, on the date of receipt.

If to Contractor:

Hoy+Stark Architects, P.A.  
1350 Market Street Suite 209  
Tallahassee, FL 32312  
Attention: Patrick Hoy, President  
Pat.Hoy@hoystarkhagan.com

If to Authority:

Leon County Research and Development Authority  
1736 West Paul Dirac Drive  
Tallahassee, FL 32310  
Attention: Ron Miller, Executive Director  
Rmiller@inn-park.com

Nelson, Mullins, Broad and Cassell  
Attention: Melissa VanSickle  
215 South Monroe Street, Suite 400  
Tallahassee, FL 32301  
mvansickle@broadandcassesel.com

15. MISCELLANEOUS

- a. This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue for all purposes shall be Leon County, Florida.
- b. The captions in this Agreement are inserted for convenience of reference and in no way define, describe or limit the scope or intent of the provisions of this Agreement.
- c. No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.
- d. Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida, such provision, paragraph, sentence, word or phrase shall be deemed modified to the extent necessary in order to conform with such laws or if not modifiable, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.
- e. The filing of any petitions in bankruptcy whether voluntary or involuntary on the part of Contractor, shall give Authority the right to terminate this Agreement.
- f. No amendment, change or modification of this Agreement shall be valid or binding upon the parties unless same shall be in writing and signed by the parties.
- g. This agreement, including all attachments and exhibits thereto, constitutes the full agreement of the parties and there are no further or other agreements, statements or warranties, whether written or oral, relied upon or in between them relating to

the subject matter hereof, except as expressly herein stated. This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns.

- h. This Agreement shall not be assigned by Contractor, in whole or in part, without the prior written consent of the Authority, which may be withheld or conditioned, in the Authority's sole discretion, and any such purported assignment in breach of this Agreement shall be null and void. The Authority reserves the right to assign this Agreement without first obtaining the consent of Contractor.
- i. The prevailing party in any action or proceeding to enforce this Agreement or for damages or declaratory relief in connection herewith shall be entitled to recover its reasonable costs and expenses, including attorney's fees, and costs through litigation, all appeals and any bankruptcy proceedings. Authority's liability to pay such costs and expenses shall be limited to the extent provided in Section 768.28 Florida Statutes, as may be amended from time to time. Nothing herein shall be construed to be a waiver of Authority's sovereign immunity.
- j. Contractor shall be an independent contractor and not an employee, partner or joint venture of Authority under this Agreement. Contractor shall be responsible for all income taxes, social security taxes, self-employment taxes and any other taxes to which Contractor or Authority may be subject to as a result of this Agreement or Contractor's performance hereunder.
- k. Contractor shall comply with all Authority rules and regulations, as they may be amended from time to time, governing access to and conduct on the property.

[The remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

**THE CONTRACTOR**

Hoy+Stark Architects, P.A.  
a State of Florida corporation

By: \_\_\_\_\_

Name: Patrick Hoy  
Title: President

**THE AUTHORITY**

Leon County Research and Development Authority,  
a public Authority created pursuant to Chapter 159, Part V, Florida Statutes

By: \_\_\_\_\_

Name: David B. Ramsay  
Title: Chair

DRAFT



## **EXHIBIT A SCOPE OF SERVICES**

Provision of Design Criteria Professional Services for the renovation of the Collins Building in Innovation Park (“Project”), 2051 E. Paul Dirac Drive, Tallahassee, FL 32310 (“Project Site”).

- A. Creation of the design criteria package for the Project. §287.055, Florida Statutes defines a “design criteria package” as concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a bid or a response to Authority’s request for proposal, or to permit Authority to enter into a negotiated design-build contract. The design criteria package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Some of these elements may not be applicable to this Project.
- B. Assistance with the evaluation of the design-build contract proposals or bids, based on price, technical, and design aspects of the public construction project, weighted for the project.
- C. Consultation regarding the supervision or approval by Authority of the detailed working drawings of the project.
- D. Evaluation of the compliance of the project construction with the design criteria package.

## **EXHIBIT B COMPENSATION**

### **COMPENSATION SCHEDULE**

The Contractor shall be paid the agreed fixed total compensation according to the schedule below. All payments are subject to performance of the scope of work outlined in Exhibit A, and other terms of the agreement specified herein. The Contractor shall submit invoices at the end of each monthly billing period for work completed during the month. Invoice amounts shall be based on the Contractor's services as rendered not to exceed the total compensation amount. Payments shall be paid to the Contractor within thirty (30) days of receipt contingent upon the receipt by the Authority of properly documented invoices and on the condition that the Contractor has accomplished the services to the satisfaction of the Authority.

See following pages 10-14 for detail compensation schedule

The above compensation listed shall include all labor, materials, removal, overhead, profit, insurance, and any other costs of the Contractor necessary to perform the scope of work defined in Exhibit A.

Exhibit B

Project: Design Criteria Package LCRDA Collins Building Renovation Architect/ Engineer:  
+HoyStarkHagan Architects  
Project Number: 18.123  
Title: ARCHITECT/ ENGINEER FEE & REIMBURSABLE COSTS SUMMARY  
Date: 9/12/18

CODES	BASIC SERVICES	FEE TOTAL		REIMBURSABLES	TOTALS
		H+SA	Consultants	TOTAL	
100	PRE-DESIGN	29,416.92	0.00	0.00	29,416.92
200	CONCEPTUAL SCHEMATIC DESIGN	0.00	0.00	0.00	0.00
201	ADVANCED SCHEMATIC DESIGN	0.00	0.00	0.00	0.00
300	DESIGN DEVELOPMENT	0.00	0.00	0.00	0.00
400	50% CONSTRUCTION DOCUMENTS	0.00	0.00	0.00	0.00
401	100% CONSTRUCTION DOCUMENTS	3,356.48	0.00	0.00	3,356.48
500	BIDDING/ NEGOTIATIONS	5,034.72	0.00	0.00	5,034.72
600	CONSTRUCTION ADMINISTRATION	4,363.40	0.00	0.00	4,363.40
SUBTOTAL		42,171.52	0.00		

BASIC SERVICES SUBTOTALS	42,171.52	0.00
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BASIC SERVICES TOTAL	\$42,171.52
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CODES	ADDITIONAL / SCOPE/ SERVICES	FEE TOTAL		REIMBURSABLES	TOTALS
		H+SA	Consultants	TOTAL	
101	ENVIRONMENTAL PERMITTING	0.00	0.00	0.00	0.00
102	GROWTH MANAGEMENT PERMITTING	0.00	0.00	0.00	0.00
103	GEOTECHNICAL	0.00	0.00	0.00	0.00
104	SURVEYING	0.00	0.00	0.00	0.00
402	SIGNAGE/ GRAPHICS DESIGN	0.00	0.00	0.00	0.00
403	INTERIOR DESIGN/ F.F.E DESIGN	0.00	0.00	0.00	0.00
601	PROJECT REP. / THRESH.	0.00	0.00	0.00	0.00
602	AS-BUILT DOCUMENTATION	0.00	0.00	0.00	0.00
690	WARRANTY INSPECTION	0.00	0.00	0.00	0.00
TBD	OTHER	0.00	0.00	0.00	0.00
TBD	OTHER	0.00	0.00	0.00	0.00
TBD	OTHER	0.00	0.00	0.00	0.00
SUBTOTAL		0.00	0.00		

ADDITIONAL SERVICES SUBTOTALS	\$0.00	\$0.00
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ADDITIONAL SERVICES TOTAL	\$0.00
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TOTAL FEE AMOUNT	\$42,171.52
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Exhibit B

Project: Design Criteria Package LCRDA Collins Building Renovation  
 Architect/ Engineer: Hoy+Stark Architects  
 Project Number: 18.123  
 Title: ARCHITECT/ ENGINEER FEE COSTS SUMMARY  
 Phase: Design Criteria package Preparation- 100 Additional Services  
 Date: 09/12/18

PROFESSIONAL SERVICES

H+SA/IN-HOUSE		ARCHITECT/ ENGINEER			DESIGN/ DRAFTING/ ADMIN.		
CODES	DISCIPLINE	HOURS	RATE	COSTS	HOURS	RATE	COSTS
1	Principal Architect - Pat Hoy	48	209.78	10,069.44		0.00	0.00
2	Principal Architect - Monty Stark	60	209.78	12,586.80		0.00	0.00
3	Principal Architect - Erika Hagan		179.81	0.00		0.00	0.00
4	Project Architect - Miyuki Tsujimura	60	83.91	5,034.60		0.00	0.00
5	Graduate Intern Arch - Stephanie Snopek		50.35	0.00		0.00	0.00
6	Graduate Intern Arch - Brian Gladden		52.74	0.00		0.00	0.00
7	Graduate Intern Arch - Jomeko Culmer		41.96	0.00		0.00	0.00
8	Graduate Intern Arch - Jan Millan		47.95	0.00			0.00
9	Graduate Intern Arch - LeJon Smith		35.96	0.00			0.00
10	Office Manager - Megan Glasgow	24	71.92	1,726.08			0.00
11				0.00			0.00
12							0.00
13				0.00			0.00
14				0.00			0.00
15				0.00			0.00
16				0.00			0.00
17				0.00			0.00
18				0.00			0.00
19				0.00			0.00
20				0.00			0.00
21				0.00			0.00
22				0.00			0.00
23				0.00			0.00
24				0.00			0.00
25				0.00			0.00
26				0.00			0.00
27				0.00			0.00

192

H+SA SUBTOTAL 29,416.92

0.00

CONSULTANT

CODES	DISCIPLINE	LUMP SUM FEE
ESTR1	Structural Engineer - KME	
EENG1	Civil Engineer	
ELDA1	Landscape Architect - PHLS	
EMEE1	Mechanical/Plumbing Engineer	
EELC1	Electrical Engineer - ARD	
SSE	Geotechnical Engineer	
	Surveyor	
	Other	

CONSULTANT SUBTOTAL 0.00

0.00

SERVICES SUBTOTAL	29,416.92	
FEE SUBTOTAL		29,416.92
SUBTOTAL CONSULT. FEES	0.00	
CONSULTANT FEE MARKUP @	0 %	0.00
FEE TOTAL		\$29,416.92

Exhibit B

Project: Design Criteria Package LCRDA Collins Building Renovation  
 Architect/ Engineer: Hoy +Stark Architects  
 Project Number: 18.123  
 Title: ARCHITECT/ ENGINEER FEE COSTS SUMMARY  
 Phase: 100% CONSTRUCTION DOCUMENTS - 401  
 Date: 09/12/18

PROFESSIONAL SERVICES

H+SA/IN-HOUSE

ARCHITECT/ ENGINEER

DESIGN/ DRAFTING/ ADMIN.

CODES	DISCIPLINE	HOURS	RATE	COSTS	HOURS	RATE	COSTS
1	Principal Architect - Pat Hoy	8	209.78	1,678.24		0.00	0.00
2	Principal Architect - Monty Stark	8	209.78	1,678.24		0.00	0.00
3	Principal Architect - Erika Hagan		179.81	0.00		0.00	
4	Project Architect - Miyuki Tsujimura		83.91	0.00		0.00	0.00
5	Graduate Intern Arch - Stephanie Snopek		50.35	0.00		0.00	0.00
6	Graduate Intern Arch - Brian Gladden		52.74	0.00		0.00	0.00
7	Graduate Intern Arch - Jomeko Culmer		41.96	0.00		0.00	0.00
8	Graduate Intern Arch - Jan Millan		47.95	0.00		0.00	0.00
9	Graduate Intern Arch - LeJon Smith		35.96	0.00			0.00
10	Office Manager - Megan Glasgow		71.92	0.00			0.00
11				0.00			0.00
12				0.00			0.00
13				0.00			0.00
14				0.00			0.00
15				0.00			0.00
16				0.00			0.00
17				0.00			0.00
18				0.00			0.00
19				0.00			0.00
20				0.00			0.00
21				0.00			0.00
22				0.00			0.00
23				0.00			0.00
24				0.00			0.00
25				0.00			0.00
26				0.00			0.00
27				0.00			0.00

16

H+SA SUBTOTAL 3,356.48

0.00

CONSULTANT

CODES	DISCIPLINE	LUMP SUM FEE
ESTR1	Structural Engineer	
EENG1	Civil Engineer	
ELDA1	Landscape Architect	
EMEE1	Mechanical/Plumbing Engineer	-
EELC1	Electrical Engineer	
SSE	Sound System Engineer	-
	Other	
	Other	

CONSULTANT SUBTOTAL 0.00

0.00

SERVICES SUBTOTAL

3,356.48

FEE SUBTOTAL

3,356.48

SUBTOTAL CONSULT. FEES

0.00

CONSULTANT FEE MARKUP @

0 %

0.00

FEE TOTAL

\$3,356.48

Exhibit B

Project: Design Criteria Package LCRDA Collins Building Renovation  
 Architect/ Engineer: Hoy+Stark Architects  
 Project Number: 18.123  
 Title: ARCHITECT/ ENGINEER FEE COSTS SUMMARY  
 Phase: BIDDING / NEGOTIATIONS - 500  
 Date: 09/12/18

PROFESSIONAL SERVICES

H+SA/IN-HOUSE

ARCHITECT/ ENGINEER

DESIGN/ DRAFTING/ ADMIN.

CODES	DISCIPLINE	HOURS	RATE	COSTS	HOURS	RATE	COSTS
1	Principal Architect - Pat Hoy	12	209.78	2,517.36		0.00	0.00
2	Principal Architect - Monty Stark	12	209.78	2,517.36		0.00	0.00
3	Principal Architect - Erika Hagan		179.81	0.00		0.00	
4	Project Architect - Miyuki Tsujimura		83.91	0.00		0.00	0.00
5	Graduate Intern Arch - Stephanie Snopek		50.35	0.00		0.00	0.00
6	Graduate Intern Arch - Brian Gladden		52.74	0.00		0.00	0.00
7	Graduate Intern Arch - Jomeko Culmer		41.96	0.00		0.00	0.00
8	Graduate Intern Arch - Jan Millan		47.95	0.00		0.00	0.00
9	Graduate Intern Arch - LeJon Smith		35.96	0.00			0.00
10	Office Manager - Megan Glasgow		71.92	0.00			0.00
11				0.00			0.00
12				0.00			0.00
13				0.00			0.00
14				0.00			0.00
15				0.00			0.00
16				0.00			0.00
17				0.00			0.00
18				0.00			0.00
19				0.00			0.00
20				0.00			0.00
21				0.00			0.00
22				0.00			0.00
23				0.00			0.00
24				0.00			0.00
25				0.00			0.00
26				0.00			0.00
27				0.00			0.00

24

H+SA SUBTOTAL 5,034.72

0.00

CONSULTANT

CODES	DISCIPLINE	LUMP SUM FEE
ESTR1	Structural Engineer	-
EENG1	Civil Engineer	-
ELDA1	Landscape Architect	-
EMEE1	Mechanical/Plumbing Engineer	-
EELC1	Electrical Engineer	-
SSE	Sound System Engineer	-
	Other	-
	Other	-

CONSULTANT SUBTOTAL 0.00

0.00

SERVICES SUBTOTAL

5,034.72

FEE SUBTOTAL

5,034.72

SUBTOTAL CONSULT. FEES

0.00

CONSULTANT FEE MARKUP @

0 %

0.00

FEE TOTAL

\$5,034.72

Exhibit B

Project: Design Criteria Package LCRDA Collins Building Renovation  
 Architect/ Engineer: Hoy+Stark Architects  
 Project Number: 18.123  
 Title: ARCHITECT/ ENGINEER FEE COSTS SUMMARY  
 Phase: CONSTRUCTION ADMINISTRATION - 600  
 Date: 09/12/18

PROFESSIONAL SERVICES

H+SA/IN-HOUSE			ARCHITECT/ ENGINEER			DESIGN/ DRAFTING/ ADMIN.		
CODES	DISCIPLINE	HOURS	RATE	COSTS		HOURS	RATE	COSTS
1	Principal Architect - Pat Hoy	4	209.78	839.12			0.00	0.00
2	Principal Architect - Monty Stark	12	209.78	2,517.36			0.00	0.00
3	Principal Architect - Erika Hagan		179.81	0.00			0.00	0.00
4	Project Architect - Miyuki Tsujimura	12	83.91	1,006.92			0.00	0.00
5	Graduate Intern Arch - Stephanie Snopek		50.35	0.00			0.00	0.00
6	Graduate Intern Arch - Brian Gladden		52.74	0.00			0.00	0.00
7	Graduate Intern Arch - Jomeko Culmer		41.96	0.00			0.00	0.00
8	Graduate Intern Arch - Jan Millan		47.95	0.00			0.00	0.00
9	Graduate Intern Arch - LeJon Smith		35.96	0.00				0.00
10	Office Manager - Megan Glasgow		71.92	0.00				0.00
11				0.00				0.00
12				0.00				0.00
13				0.00				0.00
14				0.00				0.00
15				0.00				0.00
16				0.00				0.00
17				0.00				0.00
18				0.00				0.00
19				0.00				0.00
20				0.00				0.00
21				0.00				0.00
22				0.00				0.00
23				0.00				0.00
24				0.00				0.00
25				0.00				0.00
26				0.00				0.00
27				0.00				0.00

28

H+SA SUBTOTAL 4,363.40

0.00

CONSULTANT

CODES	DISCIPLINE	LUMP SUM FEE
ESTR1	Structural Engineer	-
EENG1	Civil Engineer	-
ELDA1	Landscape Architect	-
EMEE1	Mechanical/Plumbing Engineer	-
EELC1	Electrical Engineer	-
SSE	Sound System Engineer	-
	Other	-
	Other	-

CONSULTANT SUBTOTAL 0.00 0.00

SERVICES SUBTOTAL	4,363.40	
FEE SUBTOTAL		4,363.40
SUBTOTAL CONSULT. FEES	0.00	
CONSULTANT FEE MARKUP @ 0 %		0.00
FEE TOTAL		\$4,363.40

## **EXHIBIT C INSURANCE**

- a. **CONTRACTOR'S INSURANCE.** Contractor shall, at its sole cost, maintain limits no less than the following throughout the Term:
- i. **General Liability.** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a \$2,000,000 annual aggregate. Contractor's insurance shall include Authority as an additional insured as provided herein below.
  - ii. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage for non-owned, hired automobile. Contractor's insurance shall include Authority as an additional insured as provided herein below. The requirements of this provision may be waived upon submission by Contractor of a written statement that no automobiles are used to conduct business.
  - iii. **Worker's Compensation and Employers Liability:** Insurance covering all employees meeting statutory requirements in compliance with the applicable state and federal laws. In lieu of naming Authority as an additional insured, Contractor shall provide to Authority a waiver of all rights of subrogation against Authority with respect to losses payable under such workers' compensation policy(ies).
- b. **AMENDED INSURANCE REQUIREMENTS.** Authority reserves the right to reasonably amend the insurance requirements to standards reasonable and customary for the size and type of business being conducted by Contractor by the issuance of a notice in writing to Contractor. The Contractor shall provide any other insurance or security reasonably required by Authority.
- c. **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** Any deductibles or self-insured retentions applicable to any of Contractor's policies required above shall be declared to and approved by Authority. Thereafter, at the request of Authority, Contractor shall cause its insurer to reduce or eliminate such deductibles or self-insured retentions as they may apply to Authority, its agents, officers, officials, employees and volunteers or, in lieu of such reductions or eliminations, Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.
- d. **AUTHORITY AS ADDITIONAL INSURED.** Authority, its agents, officers, officials, employees, and volunteers are to be named and covered as additional insureds, with no limitations on the scope of protection afforded, in all of Contractor's insurance policies, other than workers' compensation policies, that include coverage for the following:



- i. liability arising from, or in connection with, activities performed by, or on behalf of, Contractor;
  - ii. products and completed operations of Contractor;
  - iii. premises owned, occupied, or used by Contractor; or
  - iv. automobiles owned, leased, hired, or borrowed by Contractor.
- e. **CONTRACTOR'S INSURANCE AS PRIMARY.** With regard to claims for injuries to persons or damages to property which may arise from, or in connection with, the performance by Contractor, its agents, representatives, employees, and/or subcontractors of the rights, duties and responsibilities pursuant to this Agreement, Contractor's insurance coverage shall be primary insurance with respect to Authority, its agents, officers, officials, employees, and volunteers. As such, any insurance or self-insurance maintained by Authority, its agents, officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it. In such instances when Contractor's insurance coverage is primary, Contractor hereby waives all rights of subrogation against Authority with respect to losses payable under such insurance coverage.
- f. **CERTIFICATES OF INSURANCE.** Contractor shall furnish Authority with certificates of insurance and with any original endorsements evidencing the coverages described above. Such certificates shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by Authority prior to the commencement of Contractor's services under this Agreement. Authority reserves the right to require complete, certified copies of all Contractor's required insurance policies at any time. Each of Contractor's required insurance policies shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Authority. All of Contractor's required insurance policies shall be placed with insurers with a Best's rating of no less than A:VII and which are licensed in the state of Florida.
- g. **OTHER ENDORSEMENTS REQUIREMENTS FOR CONTRACTOR'S INSURANCE.** Each of Contractor's required insurance policies shall contain endorsements for, or otherwise provide, the following:
  - i. that any failure to comply with the reporting provisions of the policies shall not affect coverage provided to Authority, its agents, officers, officials, employees, or volunteers;
  - ii. that, to the extent of insurer's limits of liability, Contractor's insurance coverage shall apply separately to each insured against whom claims are made or suit is brought; and
  - iii. that the companies issuing the insurance policy(ies) shall have no recourse against Authority for payment of premiums or assessments for any deductibles which are the sole responsibility and risk of Contractor.

- 5 – Excellent (almost always exceeds expectations and performs at very high standard)
- 4 – Above average (generally exceed performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (almost always fails to meet minimum performance expectations).
- Blank – Not rated

#	Category	Bowers	Daniels	Dean	Dozier	Longman	Moore	Holmes	Ramsay	Salter	Williams	Average	Last Year	Change
<b>1</b>	<b>PROFESSIONAL SKILLS AND STATUS</b>													
a.	Knowledgeable of current developments affecting the management field and affecting research parks.	4	4	5	5	4	3	4	5	4	5	4.3	4.1	0.2
b.	Respected in management profession.	4		5	5	4	3	5	5	4	5	4.4	4.4	-
c.	Has a capacity for and encourages innovation.	3	3	4	5	3	3	5	5	5	5	4.1	4.1	-
d.	Anticipates problems and develops effective approaches for solving them.	3	3	4	5	3	3	5	5	5	5	4.1	4.1	-
e.	Willing to try new ideas proposed by Board Members or staff.	3	3	4	5	3	4	5	5	5	5	4.2	3.9	0.3
f.	Interacts with the Board in a direct and straightforward manner.	4	3	5	5	4	4	5	5	5	5	4.5	4.3	0.2
g.	Skillful with the news media, avoiding political positions and partisanship.	3	3	5	4	5	3	5	5	3	5	4.1	4.1	-
<b>2</b>	<b>RELATIONS WITH BOARD OF GOVERNORS</b>													
a.	Carries out directives of the Board as a whole rather than those of any one Board member.	3	2	5	5	4	4	5	5	5	5	4.3	4.1	0.2
b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	3	3	5	5	4	4	5	5	4	5	4.3	4.4	(0.1)
c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	3	3	5	5	5	4	5	5	5	5	4.5	4.5	-
d.	Responds to requests for information or assistance by the Board.	4	3	5	5	5	4	5	5	5	5	4.6	4.7	(0.1)
<b>3</b>	<b>POLICY EXECUTION</b>													
a.	Implements Board action in accordance with the intent of the Board.	4	3	5	5	4	4	5	5	5	5	4.5	4.2	0.3
b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	4	3	5	5	4	4	5	5	5	5	4.5	4.4	0.1
c.	Enforces Authority policies.	3	4	5	5	4	4	5	5	5	5	4.5	4.3	0.2
d.	Understands relevant State & County laws and ordinances.		5	4	5	4	4	5	5	5	5	4.7	4.2	0.5
e.	Reviews Authority procedures periodically to suggest improvements to their effectiveness.	4	5	5	5	4	3	4	5	5	5	4.5	4.2	0.3
f.	Offers workable alternatives to the Board for changes in policies when a policy proves impractical in actual administration.	4	4	5	5	4	4	4	5	4	5	4.4	4.3	0.1
<b>4</b>	<b>REPORTING</b>													
a.	Provides the Board with reports concerning matters of importance to the Authority.	3	3	5	5	4	3	4	5	4	5	4.1	3.9	0.2
b.	Reports are accurate, comprehensive and produced in a timely manner.	4	4	5	5	4	4	5	5	4	5	4.5	4.0	0.5
c.	Reports are generally produced through own initiative rather than when requested by the Board.	4	4	5	5	4	4	4	5	5	5	4.5	4.4	0.1
d.	Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.	4	3	5	5	3	4	5	5	3	5	4.2	4.4	(0.2)
e.	Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.	4		5	5	4	4	5	5	5	5	4.7	4.6	0.1
<b>5</b>	<b>TENANT RELATIONS</b>													
a.	Responsive to complaints from tenants.	4		4	5	4	3	5	5	4	4	4.2	4.2	-
b.	Demonstrates a dedication to service to the Park community and its Tenants.	4		5	5	4	3	5	5	5	5	4.6	4.2	0.4

- 5 – Excellent (almost always exceeds expectations and performs at very high standard)
- 4 – Above average (generally exceed performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (almost always fails to meet minimum performance expectations).
- Blank – Not rated

#	Category	Bowers	Daniels	Dean	Dozier	Longman	Moore	Holmes	Ramsay	Salter	Williams	Average	Last Year	Change
c.	Has the capacity to listen to others and to recognize their interests.	3	3	5	5	4	3	5	5	5	5	4.3	4.3	-
d.	Willing to meet with members of the Park community to discuss their real concerns.	3		5	5	4	4	5	5	5	5	4.6	4.6	-
<b>6</b>	<b>STAFFING</b>													
a.	Recruits and retains competent personnel for Authority positions.	4	4	4	5	5	4	5	5	5	5	4.6	4.4	0.2
b.	Aware of staff weaknesses and works to improve their performance.		4	4	5	3	3	4	5	5	5	4.2	4.1	0.1
c.	Accurately informed and concerned about employee relations.		4	5	5	3	4	5	5	5	5	4.6	4.6	-
d.	Professionally manages the compensation and benefits plan.			5	5	4	4	4	5	5	4	4.5	4.1	0.4
e.	Promotes training and development opportunities for employees at all levels of the organization.			5	5	4		5	5	3	4	4.4	4.3	0.1
<b>7</b>	<b>SUPERVISION</b>													
a.	Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls.			5	5	4		5	5	5	5	4.9	4.4	0.5
b.	Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the Authority.			5	5	4	3	5	5	5	5	4.6	4.6	-
c.	Evaluates personnel periodically, and points out weaknesses and strengths.			5	5	4	3	4	5	5	4	4.4	4.1	0.3
d.	Encourages teamwork, innovation, and effective problem-solving among the staff members.		3	5	5	4		5	5	5	5	4.6	4.6	-
<b>8</b>	<b>FISCAL MANAGEMENT</b>													
a.	Prepares a fiscally responsible budget to provide services at a level directed by the Board.	4	4	5	5	5	4	5	5	5	5	4.7	4.5	0.2
b.	Makes the best possible use of available funds, conscious of the need to operate the Authority efficiently and effectively.	4	5	5	5	5	4	5	5	5	5	4.8	4.3	0.5
c.	Prepared budget is in an intelligent but readable format.	4	5	5	5	5	4	5	5	5	5	4.8	4.6	0.2
d.	Possesses awareness of the importance of financial planning and control.	4	5	5	5	5	4	5	5	5	5	4.8	4.7	0.1
e.	Appropriately monitors and manages the fiscal activities of the organization.	4	5	5	5	5	4	5	5	5	4	4.7	4.5	0.2
<b>9</b>	<b>STRATEGIC PARTNERSHIPS AND COMMUNITY</b>													
a.	Cooperates with other community organizations.	4	4	5	5	4	4	5	5	5	4	4.5	4.3	0.2
b.	Cooperates with the City, State, and Federal governments.	4	3	5	5	4	4	5	5	5	5	4.5	4.3	0.2
c.	Cooperates with strategic partners, such as Florida State University, Florida A&M University, Tallahassee Community College, the Chamber of Commerce, and the Economic Development Council.	4	4	5	5	4	4	5	5	5	5	4.6	4.4	0.2
d.	Avoids unnecessary controversy.	4	3	5	5	4	4	5	5	5	5	4.5	4.1	0.4
e.	Helps the Board address future needs and develop adequate plans to address long term trends.	3	3	5	5	4	4	5	5	5	5	4.4	4.0	0.4

	Total	132	127	218	224	183	155	217	225	212	219			
	Categories	36	35	45	45	45	42	45	45	45	45			
	Average	3.7	3.6	4.8	5.0	4.1	3.7	4.8	5.0	4.7	4.9	4.5	4.3	0.2

	Last Year	4.5	3.0	4.5	5.0	4.1	3.2	4.7	5.0	4.2	4.0			
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Member	Strengths	Needs Improvement	Other Comments
Bowers	Ron's strength is in preparing and managing the budget.	none	none
Daniels	Ron has a strength in financial planning and fiscal management. I think he does a great job in stretching the dollars available to the Authority, and helps board members understand the financial health of the organization.	Communicating with the board in between meetings. I think some board members are kept better informed of the dealings of the LCRDA than others, and I think more frequent communication would limit information asymmetry. I also think we've taken strides to tell the story of the Park in media, but that more can be done to present Innovation Park as a major player in local economic development, including more frequent earned media opportunities.	none
Dean	Ron has provided outstanding leadership as Executive Director in helping and continuing to transform and improve the LCRDA, specifically in the areas of innovation and growth.	Meeting and often exceeding expectations.	none
Dozier	none	none	none
Longman	Michael's hiring and integration into staff has the potential to move IP to the next level and Ron deserves great credit for making this happen.	It may be inevitable, but we seem still to spend too much time on management decisions and not enough on the big picture. Do we need to think about some structural change going forward?	There has been a lot of movement in the right direction this year, creating the hope of great progress this coming year. But I would have liked to see the trail around the lake further along by now.
Moore	1. Knowledge and transparency of efforts tied to initiatives; 2. Onboarding and selection of key staff; 3. Transition of EEP; 4. Community engagement and expanded presence	none	none
Holmes	none	none	none
Ramsay	Ron has attracted and hired a very talented staff that performs exceptionally well. His recent hire of Michael Tentnowski fills a much needed vacuum that should add significant value to the organization. Also his formal training in accounting has served him well and has helped keep our annual audit free of adverse findings.	Ron has historically received his most favorable evaluations from those he works more frequently with so I would encourage him to identify ways that he might more often interact with board members serving in less involved roles.	Our organization must concentrate on ways to move the needle a bit faster. From point of agreement, to evaluation, to execution, to finalization must be accelerated. Instep with the Board's expectations, the Authority is embarking on an expanded role and Ron can and will be the catalyst that gets us there.
Salter	We have many different initiatives right now and Ron is doing a great job in keeping all of the parts moving forward. Ron is an extremely competent manager and has recruited top notch talent and provided enough room for each of them to excel while still keeping a good management. I appreciate his attitude of "get it done" and have confidence in his leadership.	Continue your efforts to keep the board as informed as possible. Over the next 3 years, we will have a lot of change and projects moving very quickly. It will be more important than ever for you to keep board members updated between meetings.	Thanks for your hard work and leadership. We are lucky to have you.
Williams	Ron is a great Director of Leon County Research and Development Authority	Need to review cost of on site maintenance for 30 hours per week. Also look at the accounting charges and look for savings without giving up security.	none

Leon County R&D Authority  
 Executive Director Salary History  
 Through September 30, 2018

<b>Date</b>	<b>Salary</b>	<b>% Inc</b>	<b>Annualized</b>	
8/7/2012	\$ 72,000.00			1
11/9/2012	\$ 118,450.00	n/a		2
5/1/2013	\$ 118,500.00	0.0%	0.1%	3
3/7/2014	\$ 125,000.00	5.5%	6.5%	4
10/1/2015	\$ 129,000.00	3.2%	2.0%	
10/1/2016	\$ 135,000.00	4.7%	4.7%	
10/1/2017	\$ 140,000.00	3.7%	3.7%	
Average Annual Increase			3.4%	

The Executive Director accrues three weeks vacation pay annually, accrues one sick day per month, and receives 10 paid holidays per year.

The Authority pays 90% of medical insurance cost, but does NOT provide other typical benefits like a Sec 125 Cafeteria Plan (pre-tax medical premiums benefit), basic life insurance, short term or long term disability, dental, or vision.

<sup>1</sup> Contracted as Interim Administrator at \$6,000 per month (net of later retroactively added \$500 per month to offset the cost of independent contractor paying self-employment tax)

<sup>2</sup> Board adjusted independent contractor compensation recognizing the change in the scope of work commensurate with Executive Director (Net of "gross up" for self-employment tax)

<sup>3</sup> Hired as an employee on 1-year contract

<sup>4</sup> New contract with open-ended term; added 11.36% contribution to 457b deferred compensation retirement plan in lieu of changing FRS class from Regular Service to Senior Management Service

Committee	Type	Meeting	Mission	Members						
Board of Governors	Standing	1st Thursday of even numbered months	The mission of the Leon County Research and Development Authority is to work in affiliation with Florida State University, Florida A&M University, and Tallahassee Community College to: Promote scientific research and development activities & Foster economic development and broaden the economic base of Leon County.							
			David Ramsay, Chair	Kim Williams, Vice Chair	April Salter, Treasurer	Anne Longman, Immediate Past Chair	Eric Holmes/Ross Ellington (FSU) <sup>3</sup>	Shawnta Friday-Stroud / Keith Bowers (FAMU) <sup>2</sup>	Kimberly Moore/Rick Frazier (TCC) <sup>4</sup>	
			Paul Dean	Ray Bye	Dustin Daniels (COT)	Kristin Dozier, (Leon County)				
Executive	Standing	Monthly as needed	The Executive Committee shall at a minimum include the Chair, Vice Chair, Treasurer and the Immediate Past Chair. The Executive Committee shall meet at the call of the Chair. If the Executive Committee exercises the power of the Authority, the committee shall seek ratification of its actions at the next meeting of the Board.							
				David Ramsay, Chair	Kim Williams, Vice Chair	April Salter, Treasurer	Anne Longman, Immediate Past Chair	Kristin Dozier, At-large		
Audit	Standing	November and January	The Audit Committee shall consist of at least three (3) members of the Board. The Treasurer shall not serve on the committee but shall attend all meetings of the committee. The committee shall engage an auditor to conduct the annual audit pursuant to Section 218.39, Florida Statutes, review the Audit Plan, and assist the Board in fulfilling its fiduciary responsibilities relating to accounting and reporting practices. The committee will receive the audit report and report both the findings and response of the Executive Director to the findings to the Board for approval and make recommendations to the Authority's system of internal controls as warranted. The committee shall also be responsible for ensuring that the annual Financial Audit Report and any response to the Report are filed with the Auditor General's Office and with the Clerk of Court.							
				Dustin Daniels, Chair	Paul Dean	Kimberly Moore <sup>4</sup>	Shawnta Friday-Stroud <sup>2</sup>	Eric Holmes <sup>3</sup>	April Salter <sup>1</sup>	
Budget	Standing	September	The Budget Committee shall assist the Board in assuring the budgetary and financial practices of the Authority are sound and prudent. The Budget Committee shall develop the annual operating budget and present its recommendations to the Board at the first meeting in October, if not before. The Treasurer shall be the Chair of the Budget Committee.							
				April Salter, Chair	Paul Dean	Dustin Daniels	Shawnta Friday-Stroud <sup>2</sup>	Ray Bye		
Bylaws	Standing	as needed	The Bylaws Committee shall review and recommend changes as needed to the Bylaws of the Authority, bylaws of any committees, Charter of the Authority and any other governing documents on an annual basis. The Bylaws Committee shall meet more frequently if needed.							
				Bylaws issues will be addressed by the Executive Committee. A Bylaws Committee will be formed should an extensive review of the Bylaws be necessary.						
Investment Advisory	Standing	November	The Board has established the Investment Advisory Committee and charged it with the responsibility of reviewing and recommending changes to the Policy no less than annually. The Committee meets annually unless interim issues require more frequent meetings. Meetings are noticed and open to the public; and, the minutes of each meeting are recorded. The Committee, appointed by the Chair of the Authority's Board, consists of at least one Board member and qualified citizens with financial or investment expertise who are independent of employment and business relationships with the Authority. The Chair of the Committee will be appointed by the Chair of the Authority and must be a member of the Authority's Board of Governors.							
				Kim Williams, Chair	William Giudice	James Francis	David Reid	Jordan Steffans <sup>5</sup>		
Development Review	Covenants & Restrictions	2nd Tuesday of Month	Review and recommend tenant requests related to the Park's buildings and land referring to the official Covenants and Restrictions Policy, i.e. signage, building expansions, fences, etc.							
				Ron Miller, Chair	Greg Harden	Kimberly Strobel-Ball	Patrick Hoy	Cheryl McCall		

<sup>1</sup> The Treasurer shall not serve on the committee but should attend all meetings of the committee.

<sup>2</sup> Keith Bowers serves as alternate for Shawnta Friday-Stroud

<sup>3</sup> Ross Ellington serves as alternate for Eric Holmes

<sup>4</sup> Rick Frazier serves as alternate for Kimberly Moore

<sup>5</sup> Non-voting advisor